A MANUAL

OF

INSTRUCTIONS FOR CONDUCTING RESETTLEMENTS

IN THE

MADRAS PRESIDENCY

(UNDER THE SIMPLIFIED SYSTEM)

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THE RESETTLEMENT MANUAL

SECTION I.

General principles relating to resettlements.

According to the immemorial custom of the country, the State is entitled to a share of the produce of the land. The commuted money value of such share is called "assessment." As stated in paragraph 1 (1) of B.S.O. No. 1, the assessment is on the land and does not depend on the description of the produce or on the caste or the circumstances of the person who holds the land. The procedure by which the assessment is determined is styled a settlement of the land revenue. In this Presidency the settlement of the ryotwari lands is ordinarily made for a period of 30 years. The initial settlement of the ryotwari lands has been completed in all the districts of the Presidency. The general principles on which the rates of assessment have been fixed are indicated in paragraph 2 below.

2. Lands are classified with reference to their mechanical composition and are further subdivided into sorts or grades with reference to their chemical and physical properties and other circumstances affecting their fertility. The staple product or grain for wet and dry lands in each tract is also determined and the quantity of such product or grain which each sort or grade of soil is likely to yield is estimated. A certain percentage is deducted from such gross produce as an allowance for vicissitudes of season and for unprofitable areas included in holdings. The net produce is then converted into money at the commutation rate which is generally based on the average recorded price of the staple product during the 20 non-famine years immediately preceding the settlement operations, a suitable deduction being made from such average price on account of cartage and merchants' profits. The cost of cultivation is estimated and deducted from the money value thus arrived at. The rate of assessment is then fixed so as not to exceed one-half of the net money value. The rate so fixed is further adjusted in the case of dry lands with reference to the position of the villages in which the lands are situated and in the case of wet lands with reference to the efficiency of the irrigation source.

3. The assessment imposed on ryotwari lands at a settlement in accordance with the procedure indicated above is liable to revision on the expiry of the period for which such settlement was made. The procedure by which the revision of assessment is made is called a resettlement. The Government have undertaken to refrain from enhancing the assessment on account of any additional value which may have been imparted to the land by improvements effected by the ryots even though they have been carried out by means of money borrowed from the Government. The revision made at a resettlement is necessitated by the variation in the prices of the staple grains on the basis of which the assessment was fixed at the expiring settlement. Normally a resettlement is not a fresh settlement of the Government share of the produce of the land, but is merely a revision of the commuted money value of such share with reference to the variations in prices which have taken place subsequent to the introduction of the previous settlement. Except for special reasons no general reclassification of soils and no fresh calculation of grain outturns, cultivation expenses, allowance for vicissitudes of seasons, etc., on the lines indicated in paragraph 2 above will be made at a resettlement. As a resettlement is based on the variations in prices, it is necessary to determine the extent to which such variations have taken place subsequent to the introduction of the expiring settlement. For this purpose the commutation rates adopted for the staple grains at the expiring settlement should be compared with the value calculated for such of them as continue to be staple grains from the average of recorded prices during the twenty non-famine years immediately preceding the commencement of resettlement operations after an appropriate deduction has been made for cartage and merchants' profits. In framing proposals for the revision of assessment the Settlement Officer must bear in mind that there should be a substantial change in prices in order to justify the revision and that the rates cannot be raised to the full measure of a rise in prices because the allowance made for increased cost of living and of labour, stock and implements, as well as for promoting a higher standard of comfort should be liberal. Where the revision takes the form of a percentage enhancement of the previous rates, such enhancement shall not exceed 18¾ per cent of those rates. The Settlement Officer before recommending that a resettlement should take the form of a percentage variation of the existing rates should satisfy himself that the existing scheme of rates has proved reasonable in practice and equitable in its incidence during the currency of the expiring settlement and may propose such revision of the bases of the assessment as he, for special reasons, considers necessary. For this purpose he should carry out an examination of the economic condition of the holders of agricultural land in the tract with a view to instituting a comparison between their condition in the opening and in the closing years of the settlement period. From such comparison reliable inferences may be drawn as to how far the existing rates as a whole have or have not impeded economic development and to what extent they have proved relatively equitable in

the various parts of the area under report. The information thus collected will also serve as a guide to the exact percentage enhancement which may reasonably be proposed and whether it should be uniform for the whole tract or not.

4. For the purpose of this investigation valuable evidence is obtained from the sale and lease values of land which afford a reliable indication of the effect of the current assessment not only on the lands as a whole but on the various classes of land individually. Statistics of sale and lease values of land, as evidenced by the deeds registered in the offices of the Registration department will be compiled by that department for selected areas in all districts except Malabar and South Kanara. In the case of these two districts the statistics should be prepared by the Settlement Officer. Instructions for the compilation of these statistics are contained in paragraph 12 below. The Settlement Officer should scrutinize the statistics on the lines indicated in paragraph 13 below. He should also obtain as full data as possible in regard to the sale and lease values of land from the record of proceedings under the Land Acquisition Act. The conclusions drawn by the Settlement Officer with regard to the variations in the sale and lease values of the various classes of land in the tract which have taken place during the currency of the expiring settlement should be embodied in his report.

5. Other factors which throw light on the economic development of the tract in its relation to land revenue and which should therefore be dealt with by the Settlement Officer in his report are the increase or decrease of population, the extension or contraction of cultivation, the spread of irrigation, the increase or decrease in area under the several crops, the tendency to cultivate valuable industrial crops in the place of food crops, the general character of recent seasons, the extent to which it has been necessary to resort to sale of land for the collection of land revenue, the development of means of communication and the increase or decrease in the export and import trade. Information regarding the pressure of the population on the land should be furnished.

More general evidence bearing on the increase or decrease in the wealth of the population such as the deposits in co-operative societies and other similar institutions, the amount of agricultural indebtedness as far as this is ascertainable, the growth of the co-operative societies and similar institutions and the part played by them in relieving indebtedness, the numbers of agricultural stock and the rise in the standard of living may also be noticed.

6. The Settlement Officer will give public notice of his presence in the tract to be resettled and will receive all representations, written or oral, which may be made to him. He will inspect as much as possible of the tract and will endeavour by personal inquiries of all classes to supplement the sources of information above referred to. He will also enquire into the economic condition of a few selected families and submit typical family budgets.

(B.P. No. 203, dated 14th July 1915; B.P. No. 167, dated 10th July 1917.)

7. In his report, the Settlement Officer will include a table of the rates which he proposes for adoption. He will also give full particulars of the financial effect of the adoption of his proposed rates. He should also consider whether the kistbandi is suitable or needs alteration in any respect in view of the local harvest season and the convenience of the cultivators. *A draft notification of the lines on which the resettlement is proposed to be carried out should be submitted along with the report.* The Settlement Officer will also submit a report on the revision of the water-cess prevailing in the tract along with the scheme report.

(G.O. No. 2849, Revenue, dated 2nd August 1918; B.P. No. 149, dated 12th August 1918;
G.O. No. 2156, Revenue, dated 5th December 1922; B.P. No. 2488, Mis., dated 12th December 1922;
B.P. Mis. No. 209, dated 22nd January 1929.)

8. In the case of major irrigation systems for which capital and revenue accounts are kept, the portion of the assessment to be credited to irrigation revenue has been fixed at a percentage of the total wet assessment. The percentages now adopted for the several systems is shown in the Appendix to B.P. No. 30, Press, dated 4th April 1930. The Settlement Officer should invariably investigate, while submitting the scheme report, the effect of the proposals for resettlement on the percentages adopted and report whether the percentages should be altered under any irrigation work included in the scope of the resettlement operations.

(G.O. No. 2411, dated 18th November 1929; B.P. No. 30, Press, dated 4th April 1930;
G.O. No. 2056, Revenue, dated 27th October 1930; B.P. No. 3215, Mis., dated 31st October 1930.)

9. The following is a list of the statements to be appended to the Settlement Officer's report, and no other statements should be added except with the special sanction of the Government:—

(*a*) A comparative statement in Form A of unoccupied lands showing by sorts and tarams the lands unoccupied in the year of settlement and in the year of resettlement.

(G.O. No. 989, Revenue, dated 1st June 1922; B.P. No. 67, dated 20th June 1922.)

(*b*) A comparative statement in Form B showing the extent and assessment of ryotwari and inam lands (1) according to the diglot register and (ii) according to the revenue accounts of the latest fasli preceding the resettlement.

Note.—The columns relating to inams need be filled in only if the Settlement Officer considers them essential with reference to the conditions prevailing in the tract under resettlement.

(G.O. No. 2849, Revenue, dated 2nd August 1918; B.P. No. 149, dated 12th August 1918; G.O. No. 2172, Revenue, dated 19th September 1919; B.P. No. 181, dated 5th November 1919.)

(*c*) Statement in Form C showing for the whole district or tract to be resettled the revenue on ryotwari holdings in detail of dry (including manavari) and wet for the whole period of the term of the expiring settlement.

(G.O. No. 1178, Revenue, dated 24th June 1922; B.P. No. 78, dated 5th July 1922; G.O. No. 1500, Revenue, dated 8th September 1926; B.P. No. 71, dated 23rd November 1926.)

(*d*) Statement in Form D showing the average area cultivated with different crops in each taluk in the whole tract or district on the figures of the last five years.

(G.O. No. 2849, Revenue, dated 2nd August 1918; B.P. No. 149, dated 12th August 1918.)

Note.—The last column of this form headed "Percentage of area at the time of original settlement" should in the case of districts already resettled be filled up with the percentage of the area under each crop, based on the average area under such crops for five faslis preceding the expiring resettlement, which will be available in the appendices to the scheme report of that resettlement.

(B.P. No. 122, Mis., dated 11th January 1933; B.P. Rt. No. 766, dated 9th February 1933.)

(*e*) Statement in Form E showing for each taluk, the particulars of lands relinquished and taken up in each year of the expiring settlement.

(G.O. No. 2172, Revenue, dated 19th September 1919; B.P. No. 181, dated 5th November 1919.)

Note.—It is left to the option of the Settlement Officer to furnish this statement with the scheme report if he considers it necessary to do so.

(G.O. No. 1178, Revenue, dated 24th June 1922; B.P. No. 78, dated 5th July 1922.)

(*f*) Statement in Form F showing for each taluk particulars of the extent to which lands were sold for collection of revenue during the whole period of the expiring settlement.

(G.O. No. 2172, Revenue, dated 19th September 1919; B.P. No. 181, Settlement, dated 5th November 1919; G.O. No. 989, Revenue, dated 1st June 1922; B.P. No. 67, dated 20th June 1922; G.O. No. 1500, dated 8th September 1926; B.P. No. 71, dated 23rd November 1926.)

(*g*) Quinquennial statement in Form G showing particulars of agricultural stock, i.e., ploughs, cattle, sheep and goats, etc., for each taluk beginning with the introduction of the last settlement.

(G.O. No. 105, Revenue, dated 11th January 1915; B.P. No. 20, dated 18th January 1915; G.O. No. 2915, Revenue, dated 7th December 1920; B.P. No. 197, dated 18th December 1920; G.O. No. 1178, Revenue, dated 24th June 1922; B.P. No. 78, dated 5th July 1922.)

Note.—For the preparation of the statements referred to in clause (*c*) to (*g*) particulars can be obtained from the Revenue Department which has to maintain on durable paper special posting registers for the purpose.

(G.O. No. 2172, Revenue, dated 19th September 1919; B.P. No. 181, dated 5th November 1919.)

(*h*) Statement showing for each taluk and for the whole tract or district such statistics as may be available showing the export and the import trade.

Note.—This statement should be as short as possible.

(G.O. No. 989, Revenue, dated 1st June 1922; B.P. No. 67, dated 20th June 1922.)

(*i*) Statement in Form H—Statement showing for each taluk the variation in population and the mean density for three decades ending 19 .

(*j*) Statements showing particulars of markets and increase or decrease in mileage of roads, railroads and other communications—Information under these heads may be obtained from the Local Funds, Railway and Public Works Departments.

(*k*) Statements of rainfall in Forms I, I-1 and I-2.

Note.—These statements may be obtained from the office of the Director of Industries.

(*l*) Statement in Form J of prices per Madras garce for the several staple or standard grains.

Note.—A statement showing the prices of the staple grains per imperial maund of 3,200 tolas will be obtained from the Director of Industries by the Board of Revenue and furnished to the Settlement Officer. The price per garce of each of these grains will then be worked out in the settlement party office. The prices of the staple food grains are reported to the Director of Industries weekly by Collectors in terms of rupees per imperial maund. The prices are those obtaining at the several price recording stations which comprise all the Tahsildars' and Deputy Tahsildars' headquarter stations in each district. Registers are kept at these stations in which prices are recorded one day in each week both in terms of annas per local measure and in terms of rupees per imperial maund. The conversion of the price in terms of rupees per imperial maund is checked by responsible officers with reference to the revised conversion table prescribed in Appendix XI to Board's Standing Order No. 204 (16). From the figures of weekly prices in respect of each grain received from Collectors, the average price for the month is calculated in the office of the Director of Industries for each station in the district. The district average for the month for each grain is then calculated by totalling the average prices for all stations and dividing the total by the number of entries recorded and the annual average for the district is obtained by taking the average of the district averages for the twelve months. The equivalent in imperial maunds for a Madras garce of each staple grain is calculated and noted in the table below. The prices in imperial maunds being known, the price per garce

(a measure of capacity equivalent to 3,200 Madras measures) is obtained by multiplying the number of imperial maunds in a garce for each grain by the average prices of that grain per imperial maund.

Name of grain.	Number of imperial maunds per garce.	Name of grain.	Number of imperial maunds per garce.
Rice, first sort	119·21	Horsegram	124·33
Do. second sort	120·00	Variga	115·90
Paddy, first sort	89·54	Cumbu	105·18
Do. second sort	89·52	Ragi	108·97
Cholam	114·49	Varagu	104·59

(G.O. No. 2849, Revenue, dated 2nd August 1918; G.O. No. 2892, Revenue, dated 6th August 1918; G.O. No. 839, Revenue, dated 6th May 1922.)

(G.O. No. 2082, Revenue, dated 13th October 1932; B.P. No. 3614, Mis., dated 6th December 1932.)

10. The following is a list of the statements which may be prepared if necessary for the reference of the Settlement Officer in drawing up the scheme report but which should not be annexed to the report:—

(i) A comparative statement in Form K showing the extent and assessment under different soils and tarams (*a*) according to the diglott register and (*b*) according to the revenue accounts for the fasli preceding the resettlement.

Note.—The columns relating to inams in this statement need be filled in only if the Settlement Officer considers them essential with reference to the conditions of the tract under resettlement.

(G.O. No. 989, Revenue, dated 1st June 1922; B.P. No. 67, dated 20th June 1922.)

(ii) Quinquennial rent-roll statement in Form L for each taluk for as many five-year periods for which particulars are available beginning with the year of the introduction of last settlement—These can be obtained from the posting statements maintained in the Collector's office.

(G.O. No. 2172, Revenue, dated 19th September 1919; B.P. No. 181, dated 5th November 1919; G.O. No. 989, Revenue, dated 1st June 1922; B.P. No. 67, dated 20th June 1922.)

(iii) Statement in Form M showing for each taluk and for the whole tract or district the extent of second-crop cultivation on wet lands for the last five years.

(G.O. No. 989, Revenue, dated 1st June 1922; B.P. No. 67, dated 20th June 1922; G.O. No. 1178, Revenue, dated 24th June 1922; B.P. No. 78, dated 5th July 1922.)

11. The following statements should be maintained in each taluk office. These statements together with those in Forms R and R-1 to be maintained by Sub-Registrars may be used by the Settlement Officer in drawing up the scheme report, but should not be annexed as formal appendices unless so required by the provisions of paragraph 9 above.

When changes are made in the constitution of taluks the fact of such change should be noted in the registers with particulars of the names of the villages affected and the figures relating to the villages newly added should be given separately in lump from the fasli in which the changes take place. When resettlements are to be introduced in portions of a taluk in different years, figures should be posted separately for each group of villages which come up for resettlement in different years.

(i) Statement in Form C showing for the taluk the revenue on ryotwari holdings in detail of dry (including manavari) and wet;
(ii) statement in Form F showing the extent to which lands were sold for arrears of land revenue in the taluk;
(iii) statement in Form N showing the amount of remissions granted under each head in the taluk;
(iv) statement in Form O showing the area cultivated with each crop in the taluk;
(v) statement in Form P showing the area of lands relinquished to Government or taken up on darkhast in the taluk;
(vi) statement in Form Q showing particulars of agricultural statistics, livestock and holdings in the taluk.

The statements should be posted in printed forms which will be bound into a register and supplied to each taluk office. The register should be written up as soon as possible for past years beginning from the year in which the settlement or resettlement was introduced. After each jamabandi, the entries for the fasli should be copied into the forms from the appropriate taluk registers and returns. Instructions for the posting of the statements are given below. A fresh register will be issued to the taluk office after the taluk is resettled. The postings in this fresh register for the first year should be made by the Settlement Officer.

Form C.—This statement should be posted every year commencing from the year in which a new settlement is introduced. The figures should be posted from Jamabandi returns Nos. 3 and 4.

Form F.—This statement should also be prepared for every year. Particulars are required only for sales of land for arrears of land revenue and cesses. The statement should be prepared from section I of Taluk Register No. 18. The figures relating to sales which have not been confirmed should be excluded before the totals are posted in the appropriate columns of Form F. The figures should include lands purchased by private parties as well as those bought in by Government for want of bidders.

Form N.—This is an analysis of the figures of remissions given in columns (11) and (12) of form C, viz., waste remissions and seasonal remissions. The figures should be posted from Jamabandi returns Nos. 3 and 4.

Form O.—This statement should be prepared for the 23rd to the 27th year of the current settlement. The particulars are required only for ryotwari areas, including minor inam lands in the Government villages. The statement should be posted from the figures given under the head 'ryotwari, including minor inams in the Government villages' in Taluk Register No. 24.

Form P.—This statement should be posted every year from enclosure A to Jamabandi return No. 3.

Form Q.—This statement should be posted once in five years. Columns (2) and (3) should be filled in from Taluk Register No. 12, column (4) from Taluk Register No. 23 and columns (5) to (7) from Taluk Register No. 21. The statistics relating to the Government villages alone should be posted in this statement.

12. (1) Statistics of sale and lease values of land should ordinarily be collected for two quinquennial periods, viz. (1) for the first to the fifth year, and (2) for the twenty-third to the twenty-seventh year of the current settlement. If famine has been declared in any of these years, such years should be excluded and the statistics should be collected for as many years in continuation of the fifth or the twenty-seventh year as have been excluded. The Collector will from time to time intimate to the Registration department the years which have been declared as famine years.

(2) (*a*) In districts in which resettlement operations have been started or are shortly to be taken up, the Settlement Officer will select the areas for which the statistics have to be collected and intimate them to the Registration department.

(*b*) In the case of other districts if statistics of sale and lease values for selected areas were collected for the previous settlement, the statistics required for the two quinquennial periods of the current settlement should, as a rule, be prepared for the same areas. The Collector may, however, make suitable modifications if he considers them necessary in view of any changes in the economic conditions of the areas selected at the previous settlement or for any other reason. In districts for which no statistics were collected at the previous settlement the selection of areas should be made by the Collector. The work should not be delegated to subordinate officials. A list of the areas thus selected will be furnished to the Registration department. If in any case the Settlement Officer on starting work in the district finds a change in the areas selected essential he should obtain the orders of the Collector on the subject.

(*c*) Each area selected should consist of a group of about six ryotwari villages in which the nature of the soil and general economic conditions are more or less similar. The selection of areas should be made so as to represent all the main varieties of cultivable land in the district or tract under resettlement and should include lands under every rate of assessment prevailing in the district or tract. For wet lands the areas should be selected so as to illustrate the value of lands under the different types of tank and channel irrigation. In addition, separate groups should be selected to demonstrate the value of land under any special irrigation scheme or in any area which is peculiarly fertile or unfertile, which is favourably or unfavourably situated or is exposed to unusual seasonal vicissitudes. It is not always essential to select an area in each taluk. Where the conditions and the rates of assessment in two or more taluks are similar, a single group of villages may suffice. Towns and large villages such as taluk headquarters should not be selected nor any village in which the value of lands is liable to be affected by a proposed irrigation scheme, road or railway project or a notorious scarcity of building sites. Villages which contain a large extent of minor inam lands should not be selected.

(3) Each sub-registrar in the areas selected under paragraph (2) will maintain four registers in forms R and R-1—two for wet lands and two for dry lands. Printed forms will be supplied for the purpose.

The following instructions should be observed in the collection of the statistics:—

(i) A sufficient number of pages should be allotted to each village for which statistics have to be collected and the villages shall be entered in alphabetical order in the registers.

(ii) The particulars required should, as far as practicable, be posted at the time of registration of a document, information relating to taram and rate of assessment being ascertained from the resettlement registers.

(iii) The particulars relating to all sales and leases of ryotwari lands in the villages in question should be incorporated in the registers with the exception of the following classes of deeds:—

(*a*) conditional leases, e.g., leases under which the lessee binds himself to improve or level the land;

(*b*) deeds relating to two or more fields which contain different descriptions of land, e.g., wet and dry, single crop and double crop wet, direct flow and baling wet, Government and inam, or lands of different tarams; and

(*c*) leases which stipulate that the expenses of cultivation should be shared between the lessor and the lessee.

(iv) In regard to leases where rent is paid in kind, the quantity so paid and not its estimated value shall be shown.

(v) In cases where the lessor agrees to pay the assessment, it shall be deducted from the nominal rent (a note of such deduction being made) if such rent is expressed in terms of money value. If, however, the rent is expressed in kind, the amount of assessment paid by the lessor shall be noted in the 'Remarks' column.

(vi) Where a lease and its counterpart are both registered, particulars need be entered for only one document.

(vii) In cases of lands which are registered as 'dry' in the diglott register, but are under regular wet cultivation, a note should be made in the 'Remarks' column distinguishing their actual condition from their revenue description.

(viii) The existence in the lands of wells or other means of irrigation, trees, buildings and the like should be specified in the 'Remarks' column.

(ix) Column (9) of form R and column (10) of form R-1 need not be filled in by the Registration department. This will be done later by the Settlement Officer.

(x) The figures should be posted legibly and accurately and the statements maintained neatly.

Registering officers will be held personally responsible for the correct maintenance of the several registers.

District Registrars should during their inspections ensure by a test-check of the entries that the statements have been prepared correctly in accordance with the instructions given above.

13. Before tabulating the statistics compiled by the Registration department the Settlement Officer should scrutinize them and exclude the figures relating to the following classes of deeds:—

(a) Deeds relating to lands the value of which is enhanced by their proximity to towns or by their present or prospective use as building sites;

(b) deeds relating to lands the value of which is mainly derived from the existence of wells or other means of irrigation, buildings, trees and the like;

(c) deeds relating to lands bought as a speculation in view of some projected public works such as railways, roads or irrigation schemes;

(d) deeds in which the sale or lease rate differs largely from the prevailing rate for reasons other than those referred to in clauses (a), (b) and (c). Instances are sometimes met with in which an area of usually high priced land is sold or let for a very small sum or an area of poor land is sold or let at a fancy price. The former is likely to be a fictitious transaction and the latter is probably due to pressing necessity to round off a holding, to get access to a road, to provide bund for an irrigation or drainage channel or something of that sort. In the case of the remaining deeds column (9) of form R and column (10) of form R-1 referred to in paragraph 11 should be worked out and the statistics tabulated separately for sales and leases as well as for dry and wet lands. There will thus be four statements—two for leases and two for sales of wet and dry lands. These should be prepared in forms R and R-1.

FORM A.

Comparative statement of unoccupied lands in the taluks of the district.

Class and sort of soil.	Money taram.	Rate per acre.	Extent unoccupied.		Remarks.
			At previous settlement.	In fasli.	
(1)	(2)	(3)	(4)	(5)	(6)
		Taluk Dry, manavari, wet.			

FORM B.

Comparative statement of extent and assessment of the different descriptions of land.

Name of taluk.	Number of villages.	Assessed Government land.																							
		Occupied.												Unoccupied.											
		Dry.				Manavari.				Wet.				Dry.				Manavari.				Wet.			
		Extent.		Assessment.		Extent.		Assessment.		Extent.		Assessment.		Extent.		Assessment.		Extent.		Assessment.		Extent.		Assessment.	
		At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
		ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.		ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	RS.

Unclassified Government waste.		Poramboke.		Inam.											
				Dry.				Manavari.				Wet.			
Extent.		Extent.		Extent.		Assessment.		Extent.		Assessment.		Extent.		Assessment.	
At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.
(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)
ACS.	ACS.	ACS.	ACS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	

Form C.

Statement showing the revenue on ryotwari holdings in each fasli in the taluk of district.

Faslis.	Ryot's holdings.						Water rate.		Total of columns 7) to (9).	Deduct remissions.				Net demand.	Add miscellaneous revenue.	Total beriz.	Remarks.
	Dry.		Wet.		Total.												
	Extent.	Assessment.	Extent.	Assessment.	Extent.	Assessment.	Tirwajasti.	Fasljasti.		Waste remissions.	Seasonal remissions.	Fixed and other remissions.	Total.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	ACS.	RS. A.	ACS.	RS. A.	ACS.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	

Form D.

Statement showing the area cultivated with each crop in the taluk of district, faslis to

Products.	Fasli.		Fasli.		Fasli.		Fasli.		Fasli.		Total.	Average.		At the time of the last re-settlement.	
	Area.	Percentage.	Area.	Percentage.	Area.	Percentage.	Area.	Percentage.	Area.	Percentage.	Area.	Area.	Percentage.	Area.	Percentage.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Form E.

Statement showing relinquishments and darkhasts in each year of the settlement period.

Faslis.	Items.	Districts.						
		Taluk.	Taluk.	Taluk.	Taluk.	Taluk.	Total.	Average.
		ACS.	ACS.	ACS.	ACS.	ACS.	ACS.	ACS.
	Extent relinquished to Government.							
	Extent taken up on darkhast ..							
	Extent relinquished to Government.							
	Extent taken up on darkhast ..							
	Extent relinquished to Government.							
	Extent taken up on darkhast ..							
	Extent relinquished to Government.							
	Extent taken up on darkhast ..							
	Extent relinquished to Government.							
	Extent taken up on darkhast ..							
	Total extent relinquished to Government.							
	Total extent taken up on darkhast.							

Form F.

Statement showing particulars of the extent to which lands were sold for arrears of land revenue in the taluk of district.

Fasli.	Particulars of sale.			Remarks.
	Area.	Assessment.	Amount realized.	
(1)	(2)	(3)	(4)	(5)
	ACS.	RS. A. P.	RS. A. P.	

Form G.

Statement showing particulars of agricultural stock.

Taluks.	Occupied area and assessment.		Number of				Extent of each holding—columns (2) and (4).	Assessment of each holding—columns (3) and (4).	Number of acres to a plough—columns (2) and (5).	Remarks.
	Area.	Assessment.	Pattas.	Ploughs.	Cattle.	Sheep and goats.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	ACS.	RS.					ACS.	RS.	ACS.	

From H.

Statement showing for each taluk the variation in population and the mean density for the three decades ending 19 .

Taluks.	Percentage of variation. Increase (+), decrease (—).			Net variation in the period. 1901–1931.	Mean density of population per square mile.			
	1901–1911.	1911–1921.	1921–1931.	(+) Increase. (—) Decrease.	1901.	1911.	1921.	1931.

Form I.

Statement of average rainfall for each taluk.

Taluks.	South-west monsoon.							North-east monsoon.							Grand total.	Average.
	April.	May.	June.	July.	August.	September.	Total.	October.	November.	December.	January.	February.	March.	Total.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Form I–1.

Statement of rainfall for thirty years.

Taluks.	Average rainfall in inches for										Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Form I–2.

Statement showing the rainfall for three decades from to

Taluks.	Average of						Average of three decades.	
	First decade.		Second decade.		Third decade.			
	From	To	From	To	From	To	From	To
(1)	(2)		(3)		(4)		(5)	

Form J.

Average prices per garce for the last twenty non-famine years.

Faslis.	Year.	Paddy.			Cholam.	Cumbu.	Ragi.	Horse-gram.	Varagu.	Remarks.
		First sort.	Second sort.	Average.						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Form K.

Comparative statement showing extent and assessment under different soils and tarams.

Dry, manavari or wet.	Description of soil.	Class of soil.	Rate.	Government land.								Inam land, rent free or held on quit-rent.				Total extent.		Remarks.
				Occupied.				Unoccupied.										
				Extent.		Assessment.		Extent.		Assessment.		Extent.		Assessment.				
				At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	At previous settlement.	In fasli.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
			RS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	RS.	RS.	ACS.	ACS.	

Form L.

Rent Roll.

Pattas.	Fasli.		Fasli.		Fasli.		Fasli.		Fasli.		Difference between fasli columns (3) and (11).		Difference between fasli columns (5) and (11).		Difference between fasli columns (7) and (11).		Difference between fasli columns (9) and (11).		Percentage of pattas to total.				
	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Number.	Assessment.	Fasli.	Fasli.	Fasli.	Fasli.	Fasli.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
Re. 1 and less ..																							
Re. 1 to Rs. 10 ..																							
Rs. 10 to 30 ..																							
„ 30 to 50 ..																							
„ 50 to 100 ..																							
„ 100 to 250 ..																							
„ 250 to 500 ..																							
„ 500 to 1,000 ..																							
Over Rs. 1,000 ..																							
Total ..																							
Single patta ..																							
Joint patta ..																							

Form M.

Statement showing the extent of double-crop cultivation during the last five faslis.

Taluks.	Extent as per revenue account.		Particulars of land cultivated with double crop during the last five years.					Total.	Average extent.
	Single crop.	Double crop.	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

FORM N.

Remission statement of taluk of district.

Fasli. (1)	Waste. (2)	Shavi. (3)	Tirvai kammi. (4)	Fasal kammi. (5)	Submerged or inundated. (6)	Total remissions. (7)
	RS.	RS.	RS.	RS.	RS.	RS.

FORM O.

Statement showing the area cultivated under each crop in the taluk of district for faslis to

Crops. (1)	Fasli. (2)	Fasli. (3)	Fasli. (4)	Fasli. (5)	Fasli. (6)
	ACS.	ACS.	ACS.	ACS.	ACS.
Total ..					
Deduct area cropped more than once.					
Net area cropped ..					

FORM P.

Statement showing relinquishments and darkhasts in the taluk of district.

Fasli. (1)	Relinquished to the Government. Area. (2)	Taken on darkhast. Area. (3)	Remarks. (4)
	ACS.	ACS.	

FORM Q.

Statement showing the particulars of agricultural statistics, live-stock and holdings in each quinquennium in the taluk of district.

Fasli.	Occupied area and assessment.		Number of				Remarks.
	Area.	Assessment.	Pattas.	Ploughs.	Cattle.	Sheep and goats.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	ACS.	RS.					

FORM R.

Year. Sale $\frac{\text{wet}}{\text{dry}}$ village.

Number of document. (1)	Survey number and subdivision. (2)	Taram. (3)	Area sold. (4)	Assessment on the area in column (4). (5)	Total sale value. (6)	Assessment per acre. (7)	Sale price per acre. (8)	Ratio of column (8) to column (7). (9)	Remarks. (10)
			ACS.	RS.	RS.	RS. A.	RS. A.		

FORM R-1.

Year. Lease $\frac{\text{wet}}{\text{dry}}$ village.

Document number. (1)	Survey number and subdivision. (2)	Taram. (3)	Area leased. (4)	Term of lease. (5)	Total assesment. (6)	Net lease value of total area. (7)	Assessment per acre. (8)	Net lease value per acre. (9)	Ratio of column (9) to column (8). (10)	Remarks. (11)
			ACS.		RS.	RS.	RS. A.	RS. A.		

THE RESETTLEMENT MANUAL.

Section II.

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SECTION II.

Section I of this Manual describes the processes by which the rates of assessment to be imposed at resettlement are fixed and indicates the lines on which a settlement officer conducts his enquiries and prepares and submits a scheme for the resettlement of a tract. The present section shows the procedure adopted by a settlement party for the incorporation in the revenue accounts of the revised rates and other changes, if any, sanctioned at the resettlement and for the preparation of a resettlement register embodying these changes.

2. In strict theory a resettlement need produce no change in any column of the village accounts except in those which show the rate and amount of assessment on each field or sub-division. All that would at first sight seem necessary would be to re-issue the village accounts that are taken over from the Taluk offices making only such alterations as are necessitated by the order of the Government regarding the rates of assessment. In practice however, a great deal more used to be done by the settlement parties in the early days of resettlement on account of the revision (1) of the registry of the ownership of holdings and their extents, and (2) of the description of lands, e.g., dry, wet, garden, single crop, poromboke, unassessed, etc. The work of the parties also extended among others, to the transfer of lands from one irrigation source to another, the assignment of lands under sivayijama occupation, the classification of lands left unclassified at the previous settlement and the inspection of baling wet lands, lands hypothecated to the Government for state loans, lands alienated to local bodies and inam lands. In short the settlement staff not only cleared off the accumulated arrears left by the district revenue staff but also prepared for the benefit of that staff a complete set of up to date and correct accounts. Until 1926 a special staff, largely recruited from the district revenue establishments, was employed on the work of bringing the revenue registry up to date; the results of their enquiries were embodied in the miscellaneous accounts before any formal announcement of the contents of his patta was made to the ryot. As this thorough overhauling of accounts however involved a heavy outlay of expenditure, a simplification of the resettlement procedure was carried out in 1926. From that year, the special staff was dispensed with and in tracts which were resurveyed the Survey department was made responsible for the correctness of the registry of holdings; the surveyors were required to note the names of the holders as ascertained at the time of their field work, with reference to the latest village accounts and with the assistance of the karnams. The settlement staff, without further investigation, issued rough pattas to the ryots on the basis of the entries made by the Survey department. In tracts where no resurvey was carried out, the settlement staff issued rough pattas on the basis of the entries found in the latest revenue adangal.

This modification in procedure, it will be observed, simplified only one item of the work of the settlement staff, viz., the revision of registry while it left untouched the other items of work. When a call for retrenchment in expenditure in all departments of the Government was made in 1931 it was decided to simplify further the resettlement procedure on the principle that the activities of the settlement staff should be confined to its legitimate work, viz., the periodical revision of assessments and that it should no longer include the expensive and elaborate overhauling of revenue accounts which had invariably constituted the preliminary to resettlement in the past. The system now in force is detailed in the following paragraphs.

3. *Scrutiny of the existing Survey and the Revenue Accounts.*—An accurate survey is necessary for the preparation of a correct account of the lands in a village and for statistical and administrative purposes and the entries in the accounts should as far as possible correspond to the state of things on the ground. As serious defects in the survey were likely to hamper resettlement operations considerably the Settlement officer before the commencement of the operation investigated in consultation with the district revenue staff including the Inspecting Tahsildar and the officers of the Survey department whether a resurvey was necessary or not. This procedure necessitated the presence of the Settlement officer in the area long before the resettlement fell due. This preliminary investigation is no longer made by the Settlement officer. The question whether a resurvey is necessary or not in the tract to be resettled will be examined by the Assistant Director of Survey and Land Records (attached to the office of the Board of Revenue). He will tour in the area due for resettlement sufficiently in advance and report definitely whether a resurvey or revision survey of the tract is unavoidable. The overhauling of the revenue accounts will be left to be done by the District Revenue staff in the normal course of maintenance.

4. *Relations with the Survey department.*—In the case of tracts where as a result of the investigation by the Assistant Director of Survey and Land Records referred to above, a resurvey or revision survey is sanctioned by the Government, the resurvey or revision survey will be carried out by the Survey department. That department will be responsible for the correctness of the registry of holdings in the land register prepared by them. This fact does not however absolve the Settlement officers from the duty of seeing that the survey field staff is carrying out the work properly. Before the field work starts, the survey and Settlement officers should, in consultation with each other, draw up special instructions for the guidance of the survey field staff with reference to the requirements of the impending resettlement and

the peculiar features of the district, the sanction of the Board being obtained for any departure from the normal rules. It is the duty of the Settlement officers to bring to the notice of the officers of the Survey department any failure of the survey staff to follow these instructions.

5. *Resurvey records.*—If a resurvey has been carried out, the Settlement officer will receive from the survey party:—

(i) the land register;
(ii) the duplicate field measurement book;
(iii) the location sketch;
(iv) the area list; and
(v) encroachment list and sketches.

No other records will be received from the survey party.

The land register is prepared in the form given in Appendix I. It gives the specification of each field and subdivision according to the revenue accounts and according to resettlement. Columns (1) and (2) relating to the survey and subdivision numbers, columns (3) to (15), which give the particulars of each field according to the latest revenue adangal, and column (26), which shows the name of the occupier as ascertained during the field work, will be filled up by the surveyor. The remaining columns will be filled up by the settlement staff.

The land register is the most important of the resettlement preliminary accounts. The final accounts to be handed over to the Revenue Department will be copied from it. Before these accounts are prepared the register will be in constant use and many corrections will have to be made in it. It is therefore essential that the register should be written on durable paper and with sufficient space between the entries.

The location sketch is a rough outline, one for each khandam, intended to illustrate on a small scale the demarcation of fields and subdivisions according to the old survey and the resurvey. The insertion of the old survey boundaries enables the settlement staff to ascertain readily the correspondence between old survey numbers and the resurvey numbers.

The area list shows the resurvey areas of all fields and subdivisions.

The encroachment list and sketches show the enroachments of less than 5 cents or 5 cents or more either merged with holdings or surveyed separately by the survey staff.

6. *Check of the survey records.*—On receipt of the survey records described in the previous paragraph, the land registers should be checked with the revenue records, branch settlement offices being opened for the purpose when required. The entries in columns 4 to 14 of the register should be checked by a comparison with the entries in the latest adangal and the permanent A register to ensure accuracy before rough pattas are prepared. The 'registry' entries in column 15 need not be checked. The entries in coulmns 1 to 3 are essentially the concern of the Survey Department but any errors that may be found in them in the course of checking the other columns should be corrected. All the discrepancies noted in the survey records should be brought to a correction discrepancy memorandum in the form given in Appendix II. Every correction in the land register must be supported by authority which must invariably be noted.

Appendix III contains instructions to surveyors with regard to the treatment of porambokes and encroachments thereon. The settlement staff should carefully examine and satisfy themselves that these instructions have been followed. All encroachments reported by survey whether their extent be 5 cents or above or less than 5 cents should be inspected by the settlement staff. In respect of encroachments of less than 5 cents merged at survey with the adjacent holdings, the settlement staff should, if they consider the assignment of the mergings unobjectionable, propose suitable land value or back assessment, etc. Notices should be issued to the parties fixing a fortnight's time for payment. If payment is not made within the time allowed the merging should be cancelled during supplemental survey and the fact notified to the parties. In respect of encroachments of 5 cents and above which are separately sub-divided at survey, the settlement staff should find out whether the encroachment is objectionable or not and if unobjectionable should fix a suitable soil classification and transfer the fields to 'assessed waste'. The actual assignment of these fields should be left to the District Revenue staff who will attend to it in the ordinary course of the district administration after the resettlement accounts are handed over to them.

The settlement staff will also inspect fields formed out of unsurveyed blocks surveyed for the first time, propose the head under which they should be registered as also the appropriate soil classification, rate and assessment.

Porambokes and unassessed fields other than the cases specified above should not be inspected by the settlement staff without previous sanction.

7. (*a*) *Miscellaneous accounts to be prepared for resurveyed tracts.*—After the comparison of the land register with the revenue records the settlement staff should prepare the following registers in the forms noted against each:—

(1) Correction discrepancy memorandum (Appendix II).
(2) List of clubbed subdivisions (Appendix IV).
(3) Statement of inam lands where there is excess area (Appendix V).
(4) List of lands washed away by rivers (Appendix VI).

These registers should be handed over to the Inspector who should take them with him when he goes to the village for field inspection.

Instructions for the field inspection of the cases brought to these miscellaneous accounts as well as of those referred to in paragraph 9 below are given in paragraph 10 below.

(*b*) A list of the following classes of lands should be obtained from the district revenue staff and the orders of the Special Settlement or Special Assistant Settlement Officer obtained for making suitable entries in the remarks column of the Resettlement Register. These lists are not intended for local inspection except in the case of item 11.

(1) Baling wet lands.
(2) Groundrent or special rate lands in towns.
(3) Lands held on special tenure such as those held on cowle, 99 years' lease, kayam patta or free-hold.
(4) Lands hypothecated to the Government for State Loans.
(5) Lands situated within half-a-mile from a railway station.
(6) Private works of irrigation and the lands in their ayacut.
(7) Lands vested in or belonging to local bodies.
(8) Doruvu wells.
(9) Tolais.
(10) Lands held on conditional tenure.
(11) Lands situated in the water-spread of irrigation sources.

8. *Preliminary accounts to be prepared for tracts which have not been resurveyed.*—In tracts where there has been no resurvey the settlement staff will not receive any of the accounts described in paragraph 5 above. In the case of these tracts a copy of the A register maintained by the karnam as corrected up-to-date with reference to the inam B register, the latest revenue adangal and chitta should be prepared leaving the columns relating to rate and assessment blank. For this purpose, the form in which this register should be written up should be settled beforehand with the approval of the Board. If the form does not materially differ from the existing form of A register, the question whether spare printed copies of the existing A registers cannot be used as the office copy of the resettlement register in respect of all or some of the villages and be brought up-to-date should be considered and decided by the Settlement Officer. Whether for making manuscript copies of the A registers or for bringing the printed copies up to date the karnams should as far as possible be employed at taluk headquarters under the supervision of a small settlement staff who should be held responsible for seeing that the entries are complete for the purposes of the new resettlement registers. Defects and omissions, if any, in the existing A registers or adangals should be rectified by correspondence with revenue or other officers concerned wherever required and the correct entries should be made in the copies of the A registers. The register should be maintained up to date in the settlement office. For this purpose the Tahsildars should be required to communicate all subsequent changes ordered by the district revenue staff to the Special Assistant Settlement Officer until the time when the diglot copies are ready for being sent to Press.

After the receipt of orders on the scheme report the settlement staff should enter the new rate and assessment in the appropriate columns. Similarly a copy of the latest 10 (1) account should be obtained from the Tahsildars with the columns showing the assessment left blank. This account also should be maintained by the settlement staff and the revised assessment should be entered in the appropriate column on receipt of the orders on the scheme report.

9. *Preparation of other miscellaneous accounts in the case of tracts resurveyed and not resurveyed.*—The duties of the settlement staff being as described in paragraph 2 above strictly confined to the revision of the existing rates, no miscellaneous accounts other than those mentioned in paragraph 7 above in respect of resurveyed areas need ordinarily be prepared either for resurveyed tracts or those which have not been resurveyed. The Settlement Officer may however propose if the local conditions of the tract are such as to justify it, the inclusion of all or any of the following items of work in the resettlement operations:—

(*a*) The scrutiny of the classification of lands previously unclassified which have been transferred to assessed waste or included in holdings by the district revenue staff,

(*b*) a similar scrutiny in respect of lands transferred from dry to wet or *vice versa* or from one irrigation source to another subsequent to the previous settlement,

(*c*) an examination of the classification of irrigation sources with reference to their capacity,

(*d*) the registration of lands as double crop and composition, and

(*e*) the inspection of lands situated in the water-spread of tanks.

If the Settlement Officer's proposal is accepted by the Government, the following miscellaneous accounts should also be prepared:—

(*a*) List of lands unclassified at the previous settlement and since transferred to assessed waste or included in holdings by the district revenue staff (Appendix XXV).

(*b*) List of lands transferred from dry to wet or *vice versa* or from one source of irrigation to another subsequent to the previous settlement (Appendices XXVI and XXVII).

(c) A statement of irrigation sources (Appendix VIII).

(d) A statement showing ordinary and compounded double-crop lands under all sources (Appendix IX).

(e) List of lands in the water-spread of irrigation sources.

These registers also should be compiled by the settlement staff and be handed over to the Inspector before he goes to the village for inspection.

10. *Instructions for the field inspection of cases shown in the miscellaneous accounts*—(a) *Correction discrepancy memorandum* (*Appendix II*).—This should contain all discrepancies notified in the survey records.

(b) *Clubbed subdivision list* (*Appendix IV*).—The following are some of the kinds of wrong clubbing likely to occur at resurvey:—

(i) lands of the same description but bearing different soil classifications;
(ii) wet with dry lands;
(iii) inam with ayan lands;
(iv) inam lands of different kinds (enfranchised, unenfranchised, etc.);

In any of these cases, if there is still a clearly-marked dividing line on the ground, subdivision should be proposed to rectify what is clearly a survey error. But if the clubbed parts are indistinguishable, the procedure below should be followed:—

(i) The whole resurvey number or subdivision should be recommended to be classified under the soil classification and taram which would give the nearest approach to the sum total of the assessments which, but for the clubbing, would have been leviable on the subdivisions that have been clubbed.

(ii) Subdivisions should be effected to separate the different descriptions of land clubbed unless the entire portion is wet, in which case the classification of similar description of land in the neighbourhood should be adopted for the clubbed field.

(iii) and (iv) Subdivisions should be effected to separate the different kinds or tenures of land clubbed.

(c) A statement showing inam lands which contain excess areas according to the resurvey should be prepared in the form given in Appendix V. The following instructions should be followed with regard to the treatment of excess areas:—

Excess areas discovered at resurvey which do not exceed 5 cents or 10 per cent of the original area may be ignored. Where the excess exceeds the above limit, the first thing to be done is to compare the old and new shapes. Where the shapes agree, the entire resurvey area may be treated as inam. Where the shapes disagree, inspection should be made to see if there are any old physical marks indicating the inam boundary or any evidence to show that the limits of the fields have not changed since the original survey; if there are such marks and if the resurvey has followed them no action is necessary and the resurvey may be accepted. If there are no such marks on the ground and no evidence to show that the original limits have been exceeded, the resurvey may be accepted. The excess should be cut off only in cases where the resurvey has ignored the old physical marks, if any, on the ground or where there is evidence to show that the original limits have been exceeded; and where they have been so cut off, the excess should be treated as ordinary ryotwari land and registered in the name of the inamdar. The old and new shapes of all inam fields adjoining the Government poramboke lands should be compared, whatever may be the excess area of the fields at resurvey. Where the shapes disagree and excess is apparently due to the inclusion of the Government poramboke lands, such cases should be listed for inspection. The limit of 5 cents or 10 per cent of the original area fixed above is not applicable to such cases.

(d) *List of lands washed away by rivers* (*Appendix VI*).—The instructions issued by the Board as to the action to be taken by the Survey and Settlement departments in respect of these classes of land are given in Appendix VII.

(e) *List of lands unclassified at the previous settlement and since transferred to assessed waste or included in holdings by the Revenue Department, and list of lands transferred from dry to wet or vice versa or from one source of irrigation to another subsequent to the previous settlement.*—In the case of the lands listed in the above statements the inspecting officer should examine whether the existing soil classification is appropriate and wherever patent anomalies are found they should be noted in the registers.

(f) *Irrigation sources.*—A statement of irrigation sources should be prepared in the form given in Appendix VIII in which all the recognized sources of irrigation in the village should be entered whether they were in existence at the time of the last settlement or have been since constructed by the Government. Any new source which is recommended to be recognized as an irrigation source should also be brought to this statement.

The points on which the statement should furnish information are indicated in the statement itself.

The inspector should also record any important and authoritative decision or well-recognized custom or agreement concerning the supply of water to the source or the distribution of water in it.

(*g*) *Registration as double crop and composition.*—Lands already compounded or registered as double crop should, as a rule, be left as they are unless the registered holder shows good cause for making a change. But the settlement officer may find it advisable to order the preparation of a detailed statement for all sources under which two wet crops are known to be extensively raised in all normal years on lands registered in the revenue accounts as single crop. This statement (Appendix IX) should show for each wet subdivision the extent of land cultivated with two wet crops in each of the last five faslis. The inspecting officer should take this statement to the field and report what lands, if any, should be registered as double crop, having regard to the past history of cultivation in the fields and facilities for irrigation of a second crop.

The inspecting officer should also make known the terms on which composition is allowed and should receive petitions for composition, inspect the fields and record his remarks in the supplementary memorandum. Where composition at favourable rates is recommended because the irrigation to the land is supplemented by a well, care should be taken to note the subdivision in which the well is situated. It is desirable to encourage ryotwari holders to compound all wet lands on which a second crop can be grown with the aid of the Government water in normal years. But some caution is necessary in extending the area of compounded land beyond this limit, especially where the owners of old double-crop lands are against the extension. The ryot will generally regard either registration as double crop or composition as giving him a claim to share in any water that may be in the source. Hence if too large an area is registered as double crop or compounded, the result may be that there will not be enough water to go round even in normal years, and the total outturn of grain may be less than what would have been secured had a smaller area been registered as double crop or compounded. Again it should be noted that it is desirable that the lands to be registered as double crop or compounded should form a compact block. The composition of scattered subdivisions is likely to lead to waste of water and the presence of single crop subdivisions interspersed among compounded subdivisions increases the revenue inspector's difficulties and facilitates fraud.

In respect of sources in charge of the Public Works Department, that department should be consulted in the matter of double crop registry.

(*h*) *Holdings situated in the waterspread of irrigation tanks.*—The inspecting officer must compile a list of such lands in different sections—

Government—

(i) Dry occupied lands; and
(ii) wet occupied land with the name of the irrigation source under which they are registered.

Inam—

(i) Dry lands; and
(ii) wet lands with the name of the irrigation source.
Unoccupied lands.

This list should be prepared with reference to the colour-wash plans showing the waterspread and where no such plans are available after enquiry and inspection. All unoccupied lands should be transferred to poramboke if they are not already so registered.

Where the land is occupied the following procedure should be followed. After careful inspection and enquiry of the ayacutdars and village officers it should be determined whether the cultivation in the tank bed does any real injury to the cultivators in the ayacut. Such cases must be treated as objectionable and a list sent to the Revenue Department in order that the lands may be acquired if the cost is not prohibitive. Lands registered as wet under a different source should not be interfered with. Wet lands registered under the particular source (which will be extremely rare) should be transferred to dry. These and the occupied dry lands liable to submersion should be assessed to a special rate intermediate between the dry and the wet rates, the rate depending on the advantages which the land derives from the submersion.

When only a portion of an occupied Government land is liable to submersion, this portion, if appreciable, should be proposed for subdivision. The subdivision boundary should be as straight as possible.

Inam lands cannot be assessed to any special rate nor subdivided.

Against all lands—Government or inam—a note "liable to submersion of tank (to be specified)" should be made in the last column of the land register. If only a portion of an inam is liable to submersion, a remark "portion liable to submersion of tank (to be specified)" should be entered.

(G.O. No. 1766, Revenue, dated 21st July 1920.)

11. *General instructions as regards field inspection.*—The inspector should handle the accounts with care. His notes in the registers should be neat, concise, complete and

legible. All sketches in support of the proposals made by him should be brought to a separate sketch file, the sketches being numbered and the numbers noted in the accounts concerned. No remark of any kind should be made in the field measurement book. Rough notes made at the time of inspection should be written up neatly in the registers on the same day. The records should be complete before they are handed over to the branch office or to a superior officer. The remarks of the superior officers in the registers should be short and clear and should begin with the word 'inspected' in all cases in which the land was actually inspected by them.

12. *Preparation of the nominal list, rough chitta and rough patta.*—On receipt of the miscellaneous accounts from the field staff after inspection and after orders are passed thereon by the officer, the office should carry out the necessary corrections in the land register on the basis of these orders and proceed to prepare the nominal list, rough chitta and rough patta as described below.

Nominal list.—This list (Appendix XI) is a preliminary to the preparation of the rough chitta so that all the fields held by one ryot or by a group of ryots jointly may be collected in the same holding. The instructions for the preparation of the nominal list are given in Appendix X. Care should be taken that no registered holder is entered twice and that two separate individuals bearing the same name are not regarded as one and the same individual. In such cases the names must be distinguished by suitable initials or otherwise.

Rough chitta.—From the nominal list and the land register the rough chitta or individual ledger showing the financial result on each individual holding with details of the fields comprised therein is prepared. An abstract of the rough chitta should also be prepared showing the financial result on each holding and the total for the village without details of the names of the registered holders and the survey numbers and subdivisions in each holding.

From the rough chitta, the rough pattas, which are practically copies of the entries in the rough chitta, should be prepared in the standardized form of rough patta given in Appendix XII. The headings of the columns of the rough patta should be in diglot, but it will be sufficient to print the notice at the foot in the vernacular alone. Manuscript additions in English may be made, wherever necessary, e.g., in the case of planting areas where some of the registered holders may be ignorant of the vernacular.

In the case of joint holdings as many copies of the rough patta should be prepared as there are joint holders.

13. *Issue of rough pattas to the ryots.*—When the rough pattas for a village are ready they should be issued to the village officers for distribution with a notice to the ryots of the date on which the special deputy tahsildar or the supervisor of the Settlement Party will sit to hear objections.

If by the time rough pattas are ready for issue, the Government orders on the scheme report are received, the notification approved by the Government setting out the terms of the new settlement should be published in diglot in the district gazette and the rough pattas giving effect to all the changes carried out as a result of the resettlement and incorporating the new rates, should be sent out for delivery to the ryots. A specimen copy of the resettlement notification will be found in Appendix XIII. Where rough pattas are issued in advance of the introduction of resettlement, only such changes as are authorized should be given effect to and the rough pattas issued accompanied by a notice in the vernacular to the following effect:—

> "It must be clearly understood that no further rough pattas will be issued at the time when the resettlement is introduced and no further notice will be given to registered holders except in respect of changes affecting the taram or description of specific fields that may be necessitated by any orders of the Government received in the interim.
>
> 2. In particular, objections to registry as now proposed will be heard by the Settlement staff on the specified date. After that all applications for changes in registry must be made to the District Revenue staff."

(B.P. Mis. No. 1900, dated 27th August 1925.)

Every endeavour should be made to secure prompt delivery of rough pattas to the registered holders concerned, but non-resident and absentee registered holders will have to make their own arrangements for obtaining them from the village headman. Rough pattas should be issued, ordinarily, three weeks before the date fixed for hearing objections. In the case of joint pattas a copy of the rough patta should be delivered to each of the joint registered holders.

The rough pattas should be sent to the village headman and should be accompanied by (*a*) an order to the headman and the karnam of the village intimating the date fixed for the hearing of objections and containing instructions for the distribution of the rough pattas, and (*b*) a patta distribution list in the form given below. Both the headman and the karnam should be required to sign the order, as both of them are responsible for the

distribution of the pattas in time. The following instructions should be issued to them for the distribution of rough pattas:—

(i) The pattas should be delivered to the registered holders, as far as possible, at least ten days before the date fixed for the hearing of objections.

In cases where the pattas are delivered late the reason why they were not delivered ten days before the date of objection hearing should be noted in the remarks column of the patta distribution list.

Where rough pattas are served late and applications for adjournment are received, the special deputy tahsildar or other officer hearing objections should instruct the registered holders to prefer their objections to the Special Assistant Settlement Officer within ten days of the date of hearing. Such petitions should be disposed of, after due notice, in connexion with the inspection of the village after the rough patta objection hearing, the Special Assistant Settlement Officer inspecting the village himself, if necessary.

(ii) In the case of registered holders resident in the village or in adjacent villages, the rough pattas should be delivered in person and the signature of the registered holder obtained in column (4) of the patta distribution list, the date of delivery being noted in column (3).

(iii) In the case of other non-resident and absentee registered holders, the rough patta may be delivered to some adult male member of the registered holder's family at his usual place of abode, or to his authorized agent. When this course is not possible, it may be affixed on some conspicuous part of the registered holder's last known residence or on some conspicuous part of his land. When service is effected in this manner, the method of service should be noted in the remarks column of the patta distribution list.

After the patta distribution list is returned by the village officers the entries in the list should be carefully checked in the settlement office to see that the above instructions have been properly followed.

Form of patta distribution list of village No.
taluk district.

Patta number. (1)	Name of registered holder. (2)	Date of delivery of patta. (3)	Signature of the registered holder or signature and designation of the person receiving the patta on behalf of the registered holder. (4)	Remarks. (5)

(B.P. Mis. No. 2960, dated 11th October 1927.)
(B.P. Mis. No. 707, dated 27th February 1928.)
(B.P. Mis. No. 2332, dated 19th July 1928.)

14. *Rough patta objection hearing.*—(i) A notice in diglot setting out the manner in which the rough pattas will be served, the procedure that will be followed in hearing objections and the remedies open to the parties who may be prejudicially affected by the orders passed at the objection hearing should be published in the village sheet of the District Gazette in the case of tracts where rough pattas are issued in advance of the publication of the resettlement notification. This notice is unnecessary in the case of tracts where the resettlement notification is published before rough patta objection hearing.

The dates on which and the camps at which objections to rough pattas are to be heard should be noted in the appropriate place at the foot of the rough patta.

(ii) *Procedure in hearing objections.*—Objection hearing camps should be fixed so that objections for a village are heard either within the village itself or within five miles of it. Any deviation from this rule must have the approval of the Special Settlement Officer.

Objections should ordinarily be heard only by special deputy tahsildars or the supervisor of the Settlement Party. The actual hearing must be held in a place where it is possible for the ryots to be present in a body and hear what is going on. Their presence is essential as, in cases of dispute, any person present conversant with the matter must be invited to state his version of the facts. The hearing officer will have with him the complete records of the village and he must insist on the presence of the village officers to help him in his enquiry.

(iii) *Enquiry and subsequent inspection.*—The proceedings during the hearing of objections will be summary. As the village officers and the general body of the ryots will be present, there should be no reason for further hearings and no adjournments must be granted except in cases where rough pattas are served too late to allow of objections

thereto being heard within ten days. An order should be passed and communicated to the parties concerned forthwith, except when an inspection of the locality concerned is necessary. Then the hearing officer will fix a date for the inspection, if it is to be done by himself, and dispose of the matter before he moves to the next camp. The hearing officer is expected to inspect in person all cases of difficulty.

Many matters requiring inspection—particularly those involving the sketching of subdivisions for further transfers of registry—can however be dealt with by an inspector. For this purpose, arrangements should be made to attach an adequate staff of inspectors to each rough patta objection hearing officer, so that an inspector may be available to take up the inspector's field inspection directly the officer finishes rough patta objection hearing. If this is done and previous arrangements are made with the survey officer concerned to have surveyors ready to measure up subdivisions directly they have been sketched by the inspectors, not more than a month need elapse between the date of rough patta objection hearing and the time when the complete records are back in the branch settlement office with all necessary subdivisions measured up. The only record at rough patta objection hearing will be the 'rough patta objection hearing register' (vide Appendix XIV) in which will be noted the name of the petitioner, a very brief summary of his request and an order supported by the briefest possible statement of the grounds on which it is based. In the rough patta objection hearing camp, the hearing officer should pass orders on all the pending cases in which he is competent to pass orders.

Where a resurvey is carried out the settlement department has no power to entertain objections raised by ryots to the demarcation and the area of the fields or subdivisions as resurveyed. The ryots should in such cases be advised to apply to the Assistant Director of Survey. It may sometimes happen that the alleged wrong demarcation or difference in area is due to the measurement of a portion of the old subdivision with another subdivision at resurvey, to the inclusion of a subdivision or a portion thereof in another's holding or to a clerical error in the branch office in noting the area in the rough patta. Before referring the ryots to the Assistant Director of Survey their complaint should therefore be scrutinized carefully with reference to the records and obvious errors if any in the accounts corrected.

15. *Preparation of fair accounts.*—On receiving the records back from the field, the office should carry out in the land register and rough chitta the changes ordered at the time of hearing objections. It should at the same time compile the 'survey corrections memorandum' which should contain all cases calling for further subdivision following the field inspection and send it to the Assistant Director of Survey for what is known as the 'supplemental survey.' On receipt of the memorandum back from the Survey department with measured sketches for all the subdivisions ordered at the hearing of objections, the branch office should make such alterations in the land register and rough chitta as are required and send notices, to the ryots who are affected, of any changes due to this supplemental work. The new subdivisions should be plotted in the field measurement books by a draughtsman of the Survey department.

As soon as the replies to the notices issued to the ryots have been disposed of, the preparation of the fair accounts to be supplied to the Revenue Department is taken up. If for any special reason the fair accounts have to be prepared and handed over to the Revenue Department before the orders of the Government on any points in the scheme report are received the entries relating to those points should be based on the existing orders. The entries should be corrected on receipt of the final orders of the Government on the scheme report. Supplementary notices should be issued before such introduction in all cases in which a ryot is entitled to object to the application of the new rate to his particular holding, e.g., where a change is made affecting the taram owing to a reclassification of the soil or irrigation sources.

16. *Notices in the case of tracts not resurveyed.*—In the case of the tracts not resurveyed no rough pattas need be issued or objections heard thereto. Notices of changes of classification resulting from the orders passed on the Miscellaneous accounts referred to in paragraph 9 above should be issued to the ryots concerned and their objections invited and disposed of through post, a period of three weeks from the date of the issue of the notices being allowed for preferring such objections. The changes finally ordered in these miscellaneous accounts should be incorporated in the preliminary copy of the A register and the chitta prepared in the manner laid down in paragraph 8 above.

17. *Fair accounts.*—The fair accounts to be sent to the Revenue Department in the case of resurveyed tracts are—

(1) the fair adangal,
(2) the fair chitta,
(3) the increment remission account, and
(4) the quit-rent apportionment statement.

(1) The fair adangal which is prepared in the form given in Appendix XV, is only a fair copy of the corrected land register, with the omission of the obsolete columns dealing with the old settlement details.

(2) The fair chitta is a copy of the corrected rough chitta with the 'revenue side' entries omitted and it is prepared in the form given in Appendix XVI.

(3) The increment remission account is prepared in the form given in Appendix XVIII according to the terms of the resettlement notification. The rules for the grant of increment remission are given in Appendix XVII.

(4) The quit-rent apportionment statement is a statement showing the quit-rent apportioned among the subdivisions in enfranchised minor inam lands effected at the resettlement. It is of assistance to the tahsildar in preparing the new B register which has to be written up after the resettlement.

18. In the case of tracts which have not been resurveyed no fair accounts need be handed over; but the preliminary A register and the copy of the chitta prepared and corrected with reference to the instructions in paragraphs 8 and 16 above should be handed over to the tahsildar after inserting therein the new rates and assessment. An increment remission account should also be prepared in the manner adopted for the resurveyed areas, the details of holdings required for the purpose being extracted from the maintained copy of the chitta in the Settlement office. It should however be remembered that the preliminary copy of the A register should not leave the Settlement office until a fair copy thereof has been taken in the manner laid down in paragraph 20 below.

19. *Report on the introduction of resettlement.*—After the fair accounts in respect of resurveyed areas or the corrected preliminary accounts in the case of areas not resurveyed have been handed over to the Tahsildar, the Settlement Officer should draw up a report to the Board, setting forth the financial results of his operations and their cost. The cost of the survey should also be ascertained from the Officers in charge of the Survey Parties concerned and mentioned in the report. The forms of the statements to be submitted with this report are given in Appendices XX to XXII.

If there are any points in which the land revenue system of the tract under resettlement differs from the normal land revenue system prescribed in the Board's Standing Orders or if any special treatment is adopted at resettlement which should be followed during the currency of the resettlement, a memorandum indicating the features peculiar to the resettlement should also be drawn up and appended to the report.

Along with the introduction report the Settlement Officer should also submit a note giving a brief account of the settlement operations and the changes which they have produced or disclosed in the state of affairs described in the A Volume of the District Gazetteer. (Letter from the Government of India, Home Department, Public, No. 3371, dated 1st November 1902.)

20. *Resettlement register.*—The preparation of the resettlement register of the village is taken up after the fair accounts have been completed in the case of the resurveyed areas, and after all the corrections have been incorporated in the preliminary accounts, viz., copy of the 'A' register and the chitta in the case of the tracts not resurveyed. The form of the register and the descriptive memoir described in the next paragraph are settled with the previous approval of the Board. A specimen form of the register will be found in Appendix XXIII. The resettlement register with the descriptive memoir (Appendix XXIV) is intended to serve as a permanent record of resettlement of the village. Being the most important record of the results of the resettlement it must be prepared with special care and accuracy. In the case of resurveyed tracts the register should be prepared from the corrected copy of the land register. In the case of tracts not resurveyed a fair copy of the preliminary 'A' register should be prepared to serve as the manuscript copy of the resettlement register. For the preparation of the manuscript resettlement registers the services of the karnams should be utilized and their work supervised and checked by the settlement staff. On completion, the register with the descriptive memoir, is sent to the Board of Revenue to be printed. Copies will be required for the Board's office, the Collector, the Executive Engineer, the tahsildar and the karnam. The Registration department will also require a copy and some copies will be required to serve as a reserve stock and for sale to the public. The number of copies required in each case should be decided in consultation with the Collector. Entries will generally be made in the vernacular except those in columns (3) and (4). The following abbreviations will be used:—

R. for Ryotwari,	I. for Inam,
D. for Dry,	M. for Manavari, and
W. for Wet,	P. for Poramboke.

All figures will be entered in Arabic numerals. The word 'unoccupied' should be entered in column (12) against all assessed waste lands. It is unnecessary to show the headings of the various columns in full on each page. They should be written out in full on the first page only. The names of single registered holders or inamdars should be shown in the body of the register and the names of joint registered holders and inamdars of joint holdings should be shown in two separate detailed lists. In the case of joint pattas, it is sufficient if the number of patta or title-deed is alone noted with the vernacular equivalent of the direction 'see detailed list', in the column for the name of the registered holder.

(B.P. Mis. No. 2429, dated 1st September 1927.)

In the case of towns surveyed under the town survey system a town survey and settlement register should be prepared in a form to be approved by the Board.

21. *Descriptive Memoir.*—With the resettlement register of each village a descriptive memoir in English should be prepared. A specimen descriptive memoir which shows the information that must be furnished is given in Appendix XXIV. The information required for the preparation of the memoir can be drawn from the karnam's statistical registers and from the resettlement accounts. Well-established customs and authoritative decisions and agreements regarding the distribution of water in the village should be recorded in the memoir, where the record is likely to assist revenue officers in dealing with irrigation disputes.

In the older resettlement registers ' eye-sketches ' will be found, showing the whole village, its blocks and its main features on a small scale. These sketches were discontinued from 1928 onwards.

22. *Miscellaneous.*—Besides the items of work described in the preceding paragraphs the settlement staff has to attend to other miscellaneous items the more important of which are detailed below:—

(i) *Where a resurvey has been carried out—Preparation and issue of notices under section 9 (2) of the Madras Survey and Boundaries Act.*—(1) The work of preparing and issuing notices under section 9 (2) of the Madras Survey and Boundaries Act, a purely survey process, is attended to by what is known as the ' 9 (2) section '. The clerks of this section are appointed and paid by the Assistant Director of Survey, to whom the Special Settlement Officer generally applies for the necessary staff when the work in the Branch Settlement Office is advanced far enough. For convenience, the clerks of this section are usually sent to the branch Settlement office and the Special Assistant Settlement Officer, normally supervises their work. The process is taken up after fair accounts have been sent to the tahsildar. The notices should be prepared in the prescribed form.

(2) In respect of resurveyed villages the notice should be issued not only to the registered holders concerned but also to the registered holder of the adjacent village which has not been resurveyed, if any, whose land touches the resurveyed subdivision or survey number. If in villages which are not resurveyed the field or subdivision boundaries are altered, the adjacent registered holder should get the notice. Similarly if there are non-Government villages adjoining the resurveyed lands, notices should be issued to the proprietors of the non-Government villages also. Otherwise it need be issued only to the registered holder of the subdivision or subdivisions formed in the supplemental survey. When a survey number or subdivision is further subdivided during the supplemental survey the registered holders of all the newly formed subdivisions should get the notice. In the case of survey numbers or subdivisions registered jointly in the names of two or more persons, separate notices should issue to each of them.

(3) Notices for porambokes should be issued to the departments concerned. Notices for local fund roads which are maintained by the local boards should be issued to the President, District Board, and those for porambokes vested in Panchayat Board to the President of the Panchayat Board. Notices for roads which are abandoned or are not maintained by the local boards should be issued to the taluk tahsildar. Notices for unassessed lands should similarly be issued to the taluk tahsildar. Sketches need not be furnished with the notices issued to officers of the Government departments as a matter of course; they may be supplied, however, if applied for. Covering letters should accompany the notices issued to the Government officers or local board authorities, with a request that the receipt of the notices may be acknowledged early and the acknowledgment forms returned.

(4) Intimation should be given to the Assistant Director of Survey two weeks in advance, specifying the dates on which the notices will be ready for issue and his reply awaited approving the dates to be entered in the notices after the required certificate is embodied in the field measurement book in the Survey office under section 9 (1) of the Act.

In the case of villages which are not resurveyed, a list of subdivisions dealt with during supplemental survey in each village should be sent to him two weeks in advance and on receipt of advice from the Assistant Director of Survey the notices should be dated and issued.

(5) Notices relating to ryotwari and inam lands should be forwarded to the tahsildar of the taluk for service through the village headman. The headman should be instructed to note, in the acknowledgment register, in cases where notices are served on the adult members of the family of the addressee, the relationship of such members to the addressee, and the necessity for such a service. The necessary instructions for the village officers should be drawn up in the vernacular and copies furnished to the tahsildar.

(6) On receipt of the acknowledgment registers from the tahsildar after service of the notices, a certificate as to the verification of the correctness of service of the notices and the date of service of the last notice in the village should be made and the files sent to the Assistant Director of Survey.

(7) A weekly progress report of the '9 (2) section' in form II given below should be forwarded to the Assistant Director of Survey through the settlement head office. A check register in form I given below should be maintained in the '9 (2) section' to watch the despatch of the notices and the receipt of acknowledgments. A true copy of the check register should be sent to the Assistant Director of Survey through the Head office every month so that he may be kept informed of the number of notices issued and the number of acknowledgments due, etc., in each village.

(8) In cases where a resurvey number corresponds only to a part of an old survey number, a note should be made in the remarks column of the notice that the 'resurvey area is of a part only of the old survey number'. This remark will assist the ryots to understand the relation of their known old survey numbers to the unfamiliar new numbers.

FORM I.

Register showing the number of notices sent to the village officers and other departments.

	Notice sent for service to																								
	The village officers through the Tahsildar.				The Tahsildar.				The Panchayat Board President.				The Executive Engineer.				The District Forest officer.				The District Board President.				
Number and name of village. (1)	Number of notices. (2)	Number of acknowledgment sheets. (3)	Date of despatch. (4)	Date of receipt back of acknowledgment sheets. (5)	Number of notices. (6)	Number of acknowledgment sheets. (7)	Date of despatch. (8)	Date of receipt back of acknowledgment sheets. (9)	Number of notices. (10)	Number of acknowledgment sheets. (11)	Date of despatch. (12)	Date of receipt back of acknowledgment sheets. (13)	Number of notices. (14)	Number of acknowledgment sheets. (15)	Date of despatch. (16)	Date of receipt back of acknowledgment sheets. (17)	Number of notices. (18)	Number of acknowledgment sheets. (19)	Date of despatch. (20)	Date of receipt back of acknowledgment sheets. (21)	Number of notices. (22)	Number of acknowledgment sheets. (23)	Date of despatch. (24)	Date of receipt back of acknowledgment sheets. (25)	Remarks. 26

FORM II.

Progress report of the 9 (2) section Taluk District for the week ending.

Particulars.	Total number of villages.	Notices.		Acknowledgment receipts.		Notices sent for service.	Acknowledgment receipts received back after service.	Acknowledgment receipts sent to the Assistant Director of Survey.	Remarks.
		Prepared.	Compared.	Prepared	Compared.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Up to the end of last week.									Number of hands employed.
In the week ..									
Total ..									
Progress ..									

(B.P. Mis. No. 352, dated 1st February 1928.)

(ii) *Revision of ground-rents.*—*Ground-rent* is a rent charged under Board's Standing Order No. 21, section II, paragraph 11 (v) on non-agricultural lands in towns. Ground-rent is liable to revision at each resettlement—Boards' Standing Order No. 21, section II, paragraph 13. The percentage enhancement of the existing

ground-rent is determined with reference to the average rise of the price of food-grains which forms the basis for the fixing of the settlement rates. The term 'food-grains' means 'standard grains' and includes grains such as horsegram if they are standard grains adopted for the purpose of calculating the commutation price. In calculating the average rise in the price of standard grain since the last settlement or resettlement the rise in the price of each grain, both wet and dry, should be weighted according to the area cultivated under it.

The percentage enhancement adopted at the revision should be applied only to that portion of the existing ground-rent which represents the assumed agricultural assessment due to the Government and which is now fixed at Rs. 6–4–0 an acre. The percentage enhancement need not be limited to the $18\frac{3}{4}$ per cent rule which was adopted for considerations which do not apply in the case of land subject to ground-rent.

In the rare cases where the existing rate of ground-rent is less than Rs. 6–4–0 an acre it should be raised in the revision to the rate of assumed agricultural assessment fixed in the other cases, and any special cases where it is considered desirable to continue the existing rate should be specially reported to the Government for orders. Settlement Officers when submitting proposals for the revision of ground-rents at resettlements need not submit to the Board copies of the detailed statements which they prepare, showing the amount of ground-rent leviable on each site.

(B.P. No. 96, Press, dated 16th December 1927.)
(B.P. Mis. No. 4096, dated 4th December 1928.)
(B.P. Mis. No. 2169, dated 27th July 1929.)

Where lands have been acquired for local bodies and have been dealt with in the revenue accounts in the same manner as ryotwari lands from a time prior to the issue of G.O. No. 1787, L. & M., dated 14th November 1918, the charge levied on such lands should in future be regarded as ordinary ryotwari assessment and not as ground-rent. The assessment on the land should be revised at resettlement in the manner prescribed for the revision of ordinary agricultural assessment.

(G.O. No. 305, Revenue, dated 4th February 1935.)

A register of ground-rent lands should also be prepared and printed as an appendix to the resettlement register.

(iii) *Fisheries.*—Power should be reserved in the settlement notification to alter the rents in fishery pattas at subsequent resettlements, to enhance the rent during the currency of the settlement if the irrigation source is stocked by the Fisheries department and to cancel the patta for such reasons as the draining of the irrigation sources by the fishery renters. The rights and revenue as finally determined at the resettlement are embodied in the descriptive memoir.

(iv) *Leases.*—Some lands were leased during the last century on long leases. Where these leases have expired and permanent pattas have been issued, no change is called for. But where the lease has expired and no permanent patta has been issued, the land should be registered as ordinary ryotwari land and assessed on settlement principles. If the land is in a town notified under Board's Standing Order No. 21 the appropriate ground-rent should be imposed instead of the settlement assessment. Where the lease is still running, the lease holder should ordinarily be given the option of having the land registered in his name as an ordinary ryotwari land subject to periodical revision of the assessment or ground-rent. If, however, the rent reserved under the lease is higher than the settlement assessment, the lease should be allowed to run to its term, the land being included in holding on its expiry, unless the lease holder prefers to have it included in his holding reserving for the unexpired term an assessment or ground-rent equal to the rent reserved under the lease.

Against such of the survey numbers as are held on long lease a note should be made in the 'remarks' column of the Land Register showing the date on which the lease will expire.

(G.O. No. 630, Revenue, dated 28th October 1898.)

(v) *Grant and kayam patta lands.*—Grant lands are mostly of the nature of leases and the special rates of assessment on them are terminable either on the expiry of the period of the lease or on the breach of the conditions of the original grant. The soil classification and appropriate taram assessment should be shown in the body of the resettlement register, details as to the nature and conditions of the grant, the date of termination thereof and the amount actually payable under the grant being shown in the remarks column.

Kayam patta lands are ordinary ryotwari lands permanently made over at favourable rates of assessment by former Governments and in some cases by former Collectors in consideration of the trouble and expense involved in reclaiming the lands or in restoring the works of irrigation under which they were situated. In the case of these lands the special kayam patta assessment should be shown in the body of the resettlement register with a note in the remarks column 'Kayam patta—taram assessment on the land is Rs. .'

(B.P. Nos. 236, dated 4th August 1890, and 78, dated 24th March 1916.)

Lands of the above category are rarely met with, but wherever they are found, the information required for carrying out the above procedure should be collected and recorded. Copies of the orders should be obtained and attached to the statement.

(vi) *Manavari lands.*—In some districts lands normally cultivated with wet crops without the aid of water from an irrigation source are registered as 'manavari' and treated as a separate class distinct from dry and wet. Such lands have usually been assessed at rates one taram higher than the appropriate dry rate. In preparing his scheme report, the Settlement Officer will have to consider what treatment should be given to such lands at the resettlement, having regard to the value of the land to the cultivator. Where it has been decided to treat such lands as a class by themselves, the necessary modifications will have to be made in the accounts throughout. Where it is decided to treat such lands as a separate class, power should be expressly taken in. the resettlement notification to transfer dry or wet lands to manavari where necessary.

(vii) *Work in proprietary villages.*—The settlement staff was hitherto attending to the revision of the quit-rents imposed on proprietary estates village service inams and the preparation of the A, B and C registers prescribed in B.P. No. 226, Revenue (Settlement), dated 22nd August 1916. These items of work will generally fall outside the scope of resettlement operations in future and will be attended to by the district revenue staff which will obtain instructions, if necessary, for the purpose from the Settlement Officer. The Settlement Officer may however obtain the sanction of the Board for attending to all or any of the items of work mentioned above for any special reasons which may make it desirable that the settlement staff should do the work.

(viii) *The block classification of whole inam villages* is an item of work often entrusted to Settlement Officers. It consists in dividing up the villages into as many blocks as there are different kinds of soils in them; the classification and assessment of each such block will follow the lines adopted in the neighbouring ryotwari villages. The assessment so fixed is not collected, but on that assessment is calculated the amount of the local fund cesses.

23. *Some settlement terms.*—It may be of assistance to explain some of the terms that are peculiar to settlement parties and the items of work other than those described above which the Settlement Officer has generally to undertake.

(1) *An alteration memorandum* is a statement prepared in survey offices showing the changes made in the area, etc., of survey numbers and subdivisions; it is sent to the Settlement Officer to enable him to carry out changes in his records and is issued, for example, when a land complaint under the Survey and Boundaries Act leads to an alteration of the earlier boundaries and areas.

(2) *The soilwar avarja* is a soil classification statement prepared prior to the completion of the resettlement registers. The various descriptions of land in a village are arranged separately (dry, manavari, special rate, wet single crop and wet double crop, registered at half or compounded at one-third, etc.), and also according to the classification and sort of soil.

(3) *The Index register* is a register prepared for each village showing the number of pages of the various accounts in which each resurvey number and subdivision has been dealt with. It facilitates the work of the officers employed on rough patta objection hearing.

(4) *Loan land* is land pledged to the Government as a security for a loan. A note 'loan land' should be made against such lands in the land register.

(5) *Mamul wet lands* are lands which, although situated in non-Government villages, are entitled to irrigation from the Government sources of irrigation according to the terms of the grant relating to the villages.

(6) *The Alphabetical nominal list* is prepared before writing up the manuscript resettlement register from the rough chitta brought up-to-date. Its object is to find out whether more than one patta number has been assigned to any registered holder, so that superfluous patta numbers can be avoided.

(7) *Permanently improved or 'olapperi' lands.*—There is a prevailing but often erroneous idea that these lands are so called because their value is due to the labour expended on them by the ryots. If any such permanently improved lands should be found now in the course of a resettlement, it will be well to avoid pre-conceived ideas and to investigate their true history. Some such lands may have been assessed in that class because of ryots' improvements but many others were so assessed because they were the best lands in the village possessing exceptional advantages and fit to bear an exceptional assessment.

24. *Rounding of pies.*—Wherever the assessment on a field has to be rounded off, the procedure laid down in item IV of Article 59 of the Madras Financial and Acconut Code volume 1, should be followed, i.e., six pies and over should be counted as one anna while fractions of an anna less than six pies should be omitted.

(Government Memorandum No. 4013 E/36, Revenue, dated 19th October 1936.)
(B.P. Mis. No. 3829, dated 3rd November 1936.)

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Appendix I.

Land Register of No. village taluk district.

According to resurvey.		According to Revenue Accounts of fasli 13 .													According to Resettlement.											
								Classification of the soil.											Classification of the soil.							
Survey number.	Subdivision number.	Old survey number and letter.	Ryotwari or Inam.	Dry, wet, manavari, unassessed or poramboke.	Source of irrigation.	If double crop or compounded fraction of first crop assessment charged for the second crop.	Dry group or wet classes.	Class.	Sort.	Taram.	Rate per acre.	Extent.	Assessment.	Number and name of registered holder or inamdar.	Dry, wet, manavari, unassessed or poramboke.	Source of irrigation.	If double crop or compounded fraction of first crop assessment charged for the second crop.	Dry group or wet class.	Class.	Sort.	Taram.	Rate per acre.	Extent.	Assessment.	Number and name of registered holder or inamdar.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
											RS. A.	A. C.	RS. A.									RS. A.	A.C.	RS. A.		

NOTE.—For unresurveyed tracts, the main heading of columns (1) and (2) will have to be suitably altered.

Appendix II.

Correction discrepancy memorandum No. village taluk district.

Case number.	Resurvey number and subdivision.	Nature of discrepancy.	Remarks of the checking clerk.	Final orders.
(1)	(2)	(3)	(4)	(5)

Appendix III.

Instructions to Surveyors in regard to the treatment of porambokes and encroachments.

The surveyors should be guided by the following rules in the detection and treatment of encroachments on porambokes other than road porambokes:—

(i) The surveyor will measure all porambokes in accordance with the state of the ground and will compare the measurements according to enjoyment with those of the previous survey. In some cases it will also be necessary to compare the shapes.

(ii) Where the measurements according to enjoyment agree with the previous survey measurements or disclose an encroachment on the poramboke of less than five cents, which is not prejudicial to the utility of the poramboke and does not contain valuable trees, the measurements according to enjoyment will be plotted in the Field Measurement books. As the settlement staff will not be inspecting all porambokes as a matter of course the survey staff should furnish separate sketches for encroachments of this type—showing the measurements of the portions merged.

(iii) Where there is an encroachment which adversely affects the utility of the poramboke or which is over five cents in extent or which contains valuable trees, and it has been in existence for less than five years, the previous survey measurements will be followed, and a rough sketch with measurements will be prepared with the encroachment list for the use of the Settlement staff showing the encroachment as a subdivision of the poramboke.

(iv) Where an encroachment of over five cents is not objectionable and has existed for over five years, the poramboke will be plotted according to enjoyment, including the encroachment in the ryotwari or inam field and a rough sketch with measurements, showing the encroachment as a subdivision of the ryotwari or inam field, will be sent to the Settlement Department with the encroachment list.

(v) Poramboke boundaries may be straightened in accordance with the rules laid down and when such straightening results in a gain in area to the ryotwari land of over five cents or the addition of valuable trees the area so added will be dealt with in accordance with rule (iv).

NOTE.—In tracts where lands are valuable as in the delta tracts of Godavari, Kistna, etc., the limit of five cents fixed in rules (ii) to (v) above may not be suitable. In such cases the limit up to which encroachments may be ignored should be settled in consultation with the Collector.

(vi) Where the adoption of the previous survey measurements is prejudicial to porambokes, survey should be made according to enjoyment—(B.P. No. 70, Press, dated 17th November 1926).

NOTE.—These instructions do not apply to South Kanara and Malabar districts. Special instructions relating to those districts will be found in G.O. Ms. No. 2044, dated 3rd September 1928, No. 2539, dated 29th October 1928, No. 2555, dated 30th October 1928, and No. 1553, dated 2nd August 1929.

APPENDIX IV.

Clubbed subdivision list of village No.
taluk, district.

Resurvey number and subdivision. (1)	Old survey number and letter. (2)	Description of land, wet or dry, single crop or double crop, inam or ayan. (3)	Old extent. (4)	Classification of soil. (5)	Rate. (6)	Resurvey extent. (7)	Remarks of the Inspector. (8)	Remarks of the Special Deputy Tahsildar. (9)	Final orders. (10)
			ACS.		RS. A.	ACS.			

APPENDIX V.

Statement showing inam lands which contain excess areas according to resurvey in village No. taluk, district.

Title deed number. (1)	Resurvey number and subdivision. (2)	Old survey area. (3)	Ten per cent. (4)	Total area columns (3) and (4). (5)	Resurvey area. (6)	Difference between columns (5) and (6). (7)	Remarks in office— (1) whether the difference exceeds 5 cents or 10 per cent of the original area; (2) where it exceeds the two limits whether the old and new shapes agree; (3) if not whether the cases require inspection. (8)	Remarks of the Inspector. (9)	Recommendation of the Supervisor. (10)	Final orders of Special Settlement Officer. (11)
		ACS.	ACS.	ACS.	ACS.	ACS.				

Appendix VI.

List of lands washed away by rivers in village No. name taluk district.

Serial number. (1)	Resurvey number and subdivision of river poramboke. (2)	Ryotwari old survey number and letter wholly/partly washed away. (3)	Description of land washed away. (4)	Classification and taram. (5)	Rate per acre. (6)	Extent washed away. (7)	Number and name of registered revenue holder. (8)	Inspector's remarks. (9)	Special Deputy Tahsildar's recommendations. (10)	Final orders. (11)
					RS.	ACS.				

Appendix VII.

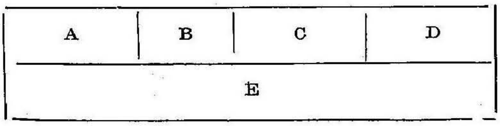
Instructions for the treatment of lands washed away by rivers.

So far as the Survey Department is concerned, it should generally proceed on the assumption that all washed away lands, whether inam or roytwari, are unrelinquished unless, in the course of the survey itself, the owners of the eroded lands relinquish their right thereto. In such cases the Survey Officer should obtain written relinquishments from the parties and keep them in the records to be sent to the Settlement Officer. In other cases the following procedure should be adopted:—

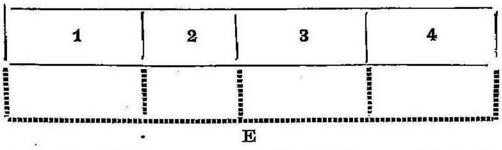
I. (*a*) *Whole survey fields eroded.*—The approximate position of these fields should be shown in dotted lines in the resurvey plan of the poramboke field. Their old survey numbers also should be entered in the respective places in the sketch of the poramboke field for facility of identification. In cases where the poramboke field is unsurveyed the position and shape of the eroded field *must be indicated by the production of the field lines of the adjoining resurveyed field in the direction in which the eroded lands existed.* In the land register, the eroded fields should be entered in order after the poramboke field in which they have been included. The resurvey columns should be left blank, the old survey numbers alone being entered and a note " entirely washed away (extent) and included in Resurvey No. " should be made in the remarks column of the land register. In case the poramboke field is unsurveyed the remark should specify the poramboke instead of the resurvey number. Against the poramboke field also if it has been resurveyed, the remark " includes old Survey No. . . . area. . . entirely washed away " should be made.

(*b*) *Subdivisions, wholly or partly eroded.*—The method that should be followed in these cases is explained by the following concrete example. Of old Survey No. 20 shown in the diagram A parts of subdivisions A, B, C and D and whole of subdivision E are washed away. The survey following the state of things on ground will measure the portions of subdivisions actually in existence as shown in diagram B indicating in dotted lines the portions of old subdivisions A, B, C and D as well as the entire subdivisions E washed away. An explanatory note should also be inserted in the field measurement book as shown under diagram B. In the case of inams (other than enfranchised, charitable or religious service inams), which cannot be relinquished, the sketching of the eroded portions should be made not only in the maps of the concerned fields but also in that of the poramboke.

A



B



NOTE.—Parts of subdivisions 1, 2, 3 and 4 and whole of old *subdivision* E washed away.

In the appropriate column of the land register only the actual area of each of the resurvey subdivisions should be entered and the area of the eroded portion noted in the last column with a remark " old subdivision completely/partly washed away (extent) and included in Resurvey No. ". In case the poramboke field is unsurveyed, the name of the poramboke should be specified instead of the Resurvey number. Against the poramboke field concerned, if it has been resurveyed,

a remark should be entered as follows:—" Contains acres cents of $\frac{\text{ryotwari}}{\text{inam}}$ land of Survey No. . . . and subdivision . . . ." the extent to be specified being the area of the eroded portion only. What applies to portions of subdivisions eroded, applies also to portions of survey fields eroded.

II. *Action to be taken by the settlement staff.*—In every case of erosion of ryotwari land and in cases of erosion of enfranchised, charitable and religious service inams which can be relinquished the settlement staff should in the course of inspection of the village try to obtain relinquishments and to this effect record statements from the parties concerned. Where such consent has been obtained, the remarks made by the Survey Department in the land register should be deleted and the field measurement book corrected. Where the parties have not relinquished the eroded portions or it is not possible to obtain their consent, the settlement staff should make a note, in the case of ryotwari lands " Not relinquished." "Pays assessment of Rs. " (the assessment to be shown being only that payable on the extent eroded) and in the case of inams " Assessment on the eroded portion Rs. " as the inamdar does not pay assessment but only quit-rent. (Against unrelinquishable inams also the assessment on the eroded portions should be entered in the remarks column, but the words " not relinquished " will be omitted as there is no question of relinquishment).

In the poramboke field concerned the word " unrelinquished " should also be added at the end of the entries already made by the Survey Department, wherever necessary.

When the eroded land of one village has been included in the course of a resurvey in the limits of another village, appropriate entries explaining the inclusion in one village of the eroded lands, originally belonging to another village should be made clearly against the fields concerned in the accounts of both the villages. There is no need to show in dotted lines all cases of unrelinquished lands in the sketches of the poramboke fields of the adjoining village in which they have been included.

(B.P. Ms. No. 751, dated 12th March 1929.)
(B.P. Ms. No. 3382, dated 7th November 1929.)

APPENDIX VIII.

Irrigation statement village No. taluk district.

Name of source and survey number in which it lies. (Note in red ink the classification of the source). (1)	Area of water-spread. (2)	Area of ayacut and highest and lowest rates of assessment. (Give details of occupied and unoccupied lands. single and double crop, Government and inam). (3)	Particulars of supply. (Note the nature of supply whether it is hill stream or jungle stream or anicut channel from a certain river or river channel) Where does the surplus go? (4)	Capacity according to village account No. 20. (5)	Capacity according to the village officers and ryots. (6)	Remarks.—Information if the source is in repair or disrepair. If in need of repairs, explain the nature of repairs necessary. If the calingulas and sluices are in good order, how many of them there are? Whether wells or springs exist in the tank bed, the water of which is used for the ayacut lands should also be noted. Note also the kind of crops generally grown in the ayacut and the classification which appears suitable. (7)

APPENDIX IX.

Double crop statement in village taluk district.

Resurvey number and subdivision. (1)	Corresponding old survey number and subdivision. (2)	Area. (3)	Existing classification single crop or double crop. (4)	Statistics of cultivation. (Note the names of the crops and extent). Crop in fasli 1340. (5)	Crop in fasli 1341. (6)	Crop in fasli 1342. (7)	Crop in fasli 1343. (8)	Crop in fasli 1344. (9)	Whether the holders are willing to have them registered as double crop? (10)	Have the ayacutdars any objection? (11)	Remarks of the Special Revenue Inspector. (12)	Remarks of the Special Deputy Tahsildar. (13)	Orders of the officer in charge. (14)

Appendix X.

Instructions for the preparation of the Nominal List.

After columns (1) to (15), (24) and (26) of the land register have been filled in, the nominal list can be prepared. The form in Appendix XI should be used. The karnam should first fill up columns (1), (2) and (3) from the revenue chitta taking care to leave between each holding sufficient place for the insertion of the subdivisions newly to be transferred to the holding.

2. Orders passed to strike a name of the whole patta or to substitute the names of heirs for the name of a dead man should be given effect to in column (2).

3. The karnam should next enter in columns (4) and (5) from the land register the resurvey numbers and subdivisions corresponding to the old survey numbers and subdivisions in column (3). He will at the same time verify the entry against each subdivision in column (26) of the land register. If column (26) of the land register shows such subdivisions to be still registered in the name of the registered holder shown in column (15) and in the revenue chitta, he will note against it, in column (6), the remark " remains."

4. If column (26) of the land register shows that the subdivision has been transferred to another patta, he will note in column (6) " gone to patta No. . . " and will put a line through the subdivision in columns (4) and (5). Where the registered holder shown in column (26) of the land register has already a patta, the karnam will at the same time add the subdivision in columns (4) and (5) of the nominal list at the bottom of the subdivision shown in that patta and he will put a remark in column (6) against the subdivision " come from patta No. . . . . ". Where the registered holder shown in column (26) has not already got a patta in the village, the karnam will enter his name at the end of the nominal list as a registered holder in column (2) and will give him in column (1) a number in continuation of the last patta number in the village and will show in columns (4) and (5) the subdivision now transferred to him, noting in column (6) the remark " come from patta No. . . ."

5. The karnam will thus go through every subdivision in each patta till a remark is made in column (6) against every subdivision.

6. It will be found that some pattas will lose all their subdivisions and become vacant. Whenever a patta thus becomes vacant, it should be struck off and its number should be given to the last registered holder shown in the nominal list.

7. After the work has been done by the karnam, it will be checked by a clerk in the branch office. To check the nominal list, the clerk will take the land register and go through it from beginning to end to see that every resurvey number or subdivision in the land register appears in the nominal list in the name of the person in whose name it is registered in column (26) of the land register. He will tick off each subdivision in columns (4) and (5) of the nominal list as soon as it has thus been checked with the land register. It is not necessary for the clerk to check the karnam's remarks in the nominal list in so far as they show from what patta any subdivision has come and to what patta any subdivision has gone. He has only to see that the subdivision has ultimately been left in the right patta. While making his check, the clerk will enter the resettlement patta numbers in column (26) of the land register. Care should be taken to see that the names of all registered holders are entered correctly and in full in column (2). Care should also be taken to see that two pattas are not allowed to stand in the names of the same person or persons in the village. After all resurvey subdivisions in the land register have thus been checked, the clerk should run his eye over the nominal list to see that all subdivisions in columns (4) and (5) have been ticked off by him.

Appendix XI.

Nominal list of village No. of taluk.

Patta number.	Name of the registered holder.	Old survey number and subdivision.	Resurvey number and subdivision.		Remarks.
			Wet.	Dry.	
(1)	(2).	(3)	(4)	(5)	(6)

Appendix XII.

Rough patta. (To be printed in Diglot.)

No. Village, Taluk, District.
Name of registered holder Holding No.

According to survey.		According to jamabandi of fasli								According to resettlement								
Number.	Subdivision.	Old survey number and letter.	Wet, manavari or dry.	Source of irrigation.	Single or double crop.	Taram.	Rate per acre.	Extent.	Assessment.	Wet, manavari or dry.	Source of irrigation.	Single or double crop.	Taram.	Rate per acre.	Extent.	Assessment.	Baling remission.	Remarks.
							RS. A.	ACS. C.	RS. A.					RS. A.	ACS. C.	RS. A.	RS. A.	

Notice.

(1) The resettlement assessment does not include road fund and other cesses.

(2) In case any of the fields noted above are no longer required, such fields should be relinquished within (date) month 19 . If not, the responsibility for the payment of assessment will be yours.

(3) You should yourself or through your vakil make your representations at 11 a.m. on 19 in camp . Inquiries will then be made into the cases and orders passed thereon. If representaions are not made at that time, the grievances will not be heard later on.

(4) In the case of the wet lands shown in this patta, the assessment may be compounded at . . . . . of the single-crop rate. If the second crop is irrigated by any permanent wells, the rate of composition may be reduced to . Those who have not previously given their consent to compound the rate of assessment and who have since consented to do so should represent the fact on the date of hearing of objections to the hearing officer.

Special Assistant Settlement Officer.

Appendix XIII.

Draft notification.

I. Area affected.

The term of thirty years for which the existing rates of land assessment were sanctioned in the several taluks of the three districts of East Godavari, West Godavari and Kistna as at present constituted expires in fasli 1338 (1928–29) except in Bhadrachalam and Nugur of the East Godavari district and a revision of the rates and conditions of assessment therein will be carried out with effect from fasli 1339 (1929–30). This notification does not apply to the taluks of Bhadrachalam and Nugur nor to the 42 villages of the Polavaram division of the East Godavari district which were settled on special lines in accordance with the orders conveyed in G.Os. No. 2233, dated 22nd July 1911, and No. 544, Revenue, dated 8th February 1918.

II. General Policy.

2. At the last resettlement a percentage deduction was made on account of vicissitudes of season and of the inclusion of porambokes such as roads, channels, banks, paths, etc., in patta holdings; this fact has been recorded in the descriptive memoirs attached to the resettlement diglot registers; the same percentage deduction will be allowed at the ensuing resettlement.

Channels, paths, and other similar porambokes not exceeding 20 links in width will hereafter be shown as details and not as subdivisions except in special cases or where they pass through inam lands. The inclusion of poramboke land in holdings does not alter the tenure of such land or confer any right over such land on the registered holders in whose fields the poramboke land is included and the Government do not forego or abandon any of their rights in such land.

3. For the purpose of the resettlement the old division of the three districts into 'delta' and 'upland' will remain generally unaltered.

III. Classification of soils.

4. Except in the Divi taluk and in the area commanded by the Muniyeru anicut channels in the Kistna district no general reclassification of soils will be made at the resettlement. The system of soil classification now prevalent in the delta and the upland tracts will be retained. The present arrangement by which soils of equal productive capacity are grouped in tarams and the existing method of notation of the different soils will also be retained.

5. In describing soils the following symbols will be used.

I	means	alluvial clay.	VII	means	red ferruginous loam.
II	,,	alluvial loam.	VIII	,,	red ferruginous sand.
III	,,	regar clay.	XII	,,	arenaceous loam.
IV	,,	regar loam.	XIII	,,	arenaceous sand.
V	,,	regar sand.	XIV	,,	arenaceous heavy sand.
VI	,,	red ferruginous clay.			

Arabic numerals following the roman figures in the tables in paragraphs 6, 13, 21 and 22 below denote the sort of the soil. The extra sort for dry lands under alluvial loam and for both dry and wet lands under alluvial clay in the deltaic tracts of the districts of East and West Godavari will be denoted as I-A.

6. *Divi taluk*—(i) *Area under the Divi pumping system.*—At the last resettlement the Divi taluk was treated on the same lines as the upland tract proper on the ground that it was not irrigated by the Kistna anicut system and that it was unlikely to be so irrigated in the near future. Consequently, the soil classification made at the original settlement was retained unaltered. This classification was inelastic. Moreover during the currency of the present resettlement a large area in the taluk has been brought under irrigation from the Divi pumping system. Irrigation has altered the relative advantages of the various areas and the existing classification based on the relative merits of the soils as dry is no longer suitable to present conditions, and in many cases does not reflect the comparative values of the soils. To remedy this defect and in order to distribute the burden of assessment equitably in accordance with the productive capacity of the lands, a reclassification of soils with reference to their present characteristics and their facilities for irrigation will be carried out. All lands in this area will therefore be reclassified in accordance with the principles followed in the classification of irrigated lands. For this purpose, soils will be divided into three main series—alluvial, regar and arenaceous. The alluvial series will be subdivided into two classes—clay and loam; the regar into three classes—clay, loam and sand; and the arenaceous into loam, sand and heavy sand. Each of these classes will be further subdivided into sorts: the alluvial and the regar into five sorts, viz., (1) best, (2) good, (3) ordinary, (4) inferior and (5) worst; and the arenaceous into three sorts—(1) best, (2) good and (3) ordinary. The symbols used for describing the soils will be the same as in paragraph 5 above. The arrangement by which soils will be grouped in tarams and the method of notation will be as shown below:—

Taram.	Classification.
1	I-1, II-2.
2	I-2, II-3, IV-1.
3	I-3, II-4, III-1, IV-2.
4	I-4, II-5, III-2, IV-3, V-1.
5	I-5, III-3, IV-4, V-2, XII-1.
6	III-4, IV-5, V-3, XII-2, XIII-1.
7	III-5, V-4, XII-3, XIII-2, XIV-1.
8	V-5, XIII-3, XIV-2.
9	XIV-3.

(ii) *Area outside the Divi pumping system.*—The existing classification is inelastic and unsatisfactory, particularly in the case of lands affected by the realignment and extension of the flood bank which has rendered obsolete the classification based on the old conditions. Moreover with a view to introducing the special lanka and padugai rates already prevailing in the delta taluks of the Kistna district but not hitherto extended to Divi, it is essential to reclassify the lands in the taluk on a more elastic table and in accordance with the present condition and situation of the lands. The entire area of the taluk outside the Divi pumping system will therefore be reclassified. The classification will be made on the system adopted for dry lands in the delta tract at the last resettlement and the special lanka and padugai rates will be introduced as in the delta taluks.

The foregoing procedure will be applied also to the village of Palletumalapalem, Bandar taluk, which originally formed part of Divi.

7. *Lands under the Muniyeru project.*—The existing classification of lands under the Muniyeru project was made at the original settlement on the basis of their suitability for the cultivation of dry crops. This classification is unsuitable now that the lands have been brought under regular wet cultivation. The entire area commanded by the Muniyeru project will accordingly be reclassified. The system of classification will be the same as that adopted at the previous settlement of the delta tract.

8. In tracts where no general reclassification of soils is to be made at the resettlement, the Special Settlement Officer is authorized to assign a fresh classification or to alter, wherever necessary, the existing classification in the case of the following lands:—

(a) Lands which have been transferred from dry to wet or *vice versa* and from one irrigation source to another subsequent to the last resettlement.

(*b*) Lands north of the Ellore and Samalkot canals in the West and East Godavari districts which, though regularly irrigated from the delta system, are at present classified as 'upland dry.' These will now be reclassified on the system adopted for similar soils in the delta tract.

(*c*) Large blocks of cultivable waste lands in the uplands and in the tail-end villages of the delta tract which have hitherto been unclassified but are likely to be taken on patta and the unsurveyed and unsettled lands within the margin of the Collair lake which are now under *sivayijama cultivation.*

(*d*) Lands classified as 'permanently improved' in the 'upland' tract.

(*e*) Lands which were classed as 'poramboke' or 'unassessed' at the last settlement but which have since been transferred to 'assessed waste' or assigned on patta by the Revenue Department.

(*f*) Lands transferred from 'poramboke' or 'unassessed' to 'assessed' during the resettlement.

(*g*) Disafforested lands.

(*h*) Lands under irrigation sources which have been recognized subsequent to the last resettlement or the classification of which is altered at the ensuing resettlement.

9. In classifying or reclassifying soils as above, the system of classification adopted at the last resettlement will be followed unless otherwise specifically provided for.

IV. Classification of Irrigation Sources.

10. (*a*) There will be no general reclassification of irrigation sources at the resettlement, and the existing classification will be generally retained unaltered both in the delta and the upland tracts. Exception will however be made in the case of a few villages in the east of the Kaikalur taluk of the Kistna district which are liable to constant inundation from the drains and where the supply is defective. The Special Settlement Officer has been given discretion to make a suitable reduction, where necessary, in the classification of the irrigation sources in this area.

(*b*) Sources recognized subsequent to the last resettlement will generally be classified in accordance with the general principles adopted in regard to the classification of sources in the area concerned. The sources under the Muniyeru project in the Kistna district will however be treated as equivalent to a delta second-class source for the purpose of fixing appropriate rates of assessment for lands that may be registered as 'wet' at the resettlement.

(*c*) The Special Settlement Officer is authorized to revise the classification in cases in which the existing classification is manifestly incorrect, to fix an appropriate classification for sources specifically placed in a lower class at the last resettlement on account of defects, if investigation shows that such defects have been remedied, and to depart from the general principles adopted at the last resettlement if he finds that exceptional treatment is necessary in order to deal equitably with any particular case.

(*d*) On the completion of the improvements which are now being executed to the Egnipad aqueduct in the Ryves canal branching from the Kistna river, it will be open to Government to raise the classification of the sources taking off below the aqueduct and to impose on lands registered there under such rates of assessment as will be appropriate to the revised classification.

(*e*) If at any time during the terms of the resettlement a defect on account of which an irrigation source has been placed in a lower class is remedied by the Government, or if any source is improved or any new source constructed by the Government, the Government shall be at liberty to revise the resettlement classification or to assign a suitable classification as the case may be, to such sources and to impose such wet rates of assessment or such water-rates as they may deem fit on the lands commanded by such sources.

V. Wet lands.

11. *Commutation rate.*—White paddy was taken as the standard wet crop at the last resettlement. After making a deduction of 15 per cent on account of cartage and merchants' profits a commutation rate of Rs. 118 per garce was adopted. Making a similar deduction and calculating the commutation rate on the basis of the average price of white paddy in the ryots' selling months for the twenty non-famine years ending fasli 1332 (1922–23), a commutation rate of Rs. 258 a garce for the delta tract of East and West Godavari and of Rs. 241 a garce for that of the Kistna district is arrived at. Similar commutation rates for the upland tracts work out to Rs. 252 and Rs. 235 respectively. These rates exceed those adopted at the last resettlement by the following percentages:—

Tract.	Percentage of increase.	Tract.	Percentage of increase.
East and West Godavari districts—		Kistna district	
Delta	119	Delta	104
Upland	114	Upland	99

12. *Money rates.*—The Government have however decided to enhance the existing rates in the delta and upland tracts by 18¾ per cent with the exception of the special rate of Rs. 12 for lands under the Yeleru river in the uplands of the East Godavari district which will be raised by 12½ per cent only.

A considerable margin will thus be left to the ryots for the promotion of a higher standard of comfort.

13. The following tables compare the new and the old rates separately for the delta and the upland tracts:—

A

Delta—Wet lands—East Godavari and West Godavari districts.

I	II	III	IV	V	XII	XIII	XIV	First class. Old rate. RS. A.	First class. New rate. RS. A.	Second class. Old rate. RS. A.	Second class. New rate. RS. A.	Third class. Old rate. RS. A.	Third class. New rate. RS. A.	Fourth class. Old rate. RS. A.	Fourth class. New rate. RS. A.
1-A	1	..	..	..	..	..	..	12 0	14 4	10 0	11 14	9 0	10 10	8 0	9 8
1	2	..	..	..	..	..	..	10 0	11 14	9 0	10 10	8 0	9 8	7 0	8 4
2	3	..	1	..	..	..	..	9 0	10 10	8 0	9 8	7 0	8 4	6 0	7 2
3	4	1	2	..	..	..	..	8 0	9 8	7 0	8 4	6 0	7 2	5 0	5 15
4	5	2	3	1	1	..	..	7 0	8 4	6 0	7 2	5 0	5 15	4 8	5 4
5	..	3	4	2	2	1	..	6 0	7 2	5 0	5 15	4 8	5 4	4 0	4 12
..	..	4	5	3	3	2	1	5 0	5 15	4 8	5 4	4 0	4 12	3 8	4 2
..	..	5	..	4	..	3	2	4 8	5 4	4 0	4 12	3 8	4 2	3 0	3 8
..	..	..	..	5	..	..	3	4 0	4 12	3 8	4 2	3 0	3 8	2 8	3 0

B

Delta—Wet lands—Kistna district.

I	II	III	IV	V	VII	XIII	XIV	First class. Old rate. RS. A.	First class. New rate. RS. A.	Second class. Old rate. RS. A.	Second class. New rate. RS. A.	Third class. Old rate. RS. A.	Third class. New rate. RS. A.	Fourth class. Old rate. RS. A.	Fourth class. New rate. RS. A.
1	2	..	..	..	..	..	..	10 0	11 14	9 0	10 10	8 0	9 8	7 0	8 4
2	3	..	1	..	..	..	..	9 0	10 10	8 0	9 8	7 0	8 4	6 0	7 2
3	4	1	2	..	..	..	..	8 0	9 8	7 0	8 4	6 0	7 2	5 0	5 5
4	5	2	3	1	1	..	..	7 0	8 4	6 0	7 2	5 0	5 15	4 8	5 4
5	..	3	4	2	2	1	..	6 0	7 2	5 0	5 15	4 8	5 4	4 0	4 12
..	..	4	5	3	3	2	1	5 0	5 15	4 8	5 4	4 0	4 12	3 8	4 2
..	..	5	..	4	..	3	2	4 8	5 4	4 0	4 12	3 8	4 2	3 0	3 8
..	..	..	..	5	..	..	3	4 0	4 12	3 8	4 2	3 0	3 8	2 8	3 0

C (1)

Upland—Wet lands—East Godavari and West Godavari districts (Resettled in 1899).

Class and sort of soil.		First class. Old rate. RS. A.	First class. New rate. RS. A.	Second class. Old rate. RS. A.	Second class. New rate. RS. A.	Third class. Old rate. RS. A.	Third class. New rate. RS. A.
I	1	12 0	13 8	Special rates for lands under the Yeleru river.			
	2	7 12	9 3				
II	1	* 9 0	..	* 7 12	..	* 6 8	..
	2	* 7 0	..	* 5 4	..	* 3 12	..
III	1	7 0	8 4	6 8	7 11	5 4	6 4
	2	5 4	6 4	4 8	5 4	3 4	3 14
	3	3 4	3 14	2 8	3 0	2 0	2 6
IV	1	8 8	10 1	7 12	9 3	6 8	7 11
	2	7 0	8 4	5 12	6 13	4 8	5 4
	3	5 4	6 4	3 12	4 7	3 4	3 14
V	1	6 8	7 11	4 8	5 4	3 4	3 14
	2	4 8	5 4	3 4	3 14	2 8	0
	3	2 8	3 0	2 0	2 6	2 0	2 6
VI	1	6 8	7 11	5 4	6 4	3 12	4 7
	2	4 8	5 4	3 4	3 14	2 4	2 11
VII	1	7 12	9 3	5 12	6 13	3 12	4 7
	2	5 12	6 13	4 8	5 4	2 8	3 0
	3	4 8	5 4	2 8	3 0	2 0	2 6
VIII	1	5 12	6 13	4 8	5 4	3 4	3 14
	2	4 8	5 4	3 4	3 14	2 0	2 6
	3	3 4	3 14	2 4	2 11	1 10	1 15

* Rates on lands classified as 'Permanently improved'. These will be reclassified.

C (2)

Upland—Wet lands—East Godavari and West Godavari districts—(Settled in 1899).

Class and sort of soil.		First class.		Second class.		Third class.	
		Old rate.	New rate.	Old rate.	New rate.	Old rate.	New rate.
		RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.
III	1	7 0	8 4	6 8	7 11	5 4	6 4
	2	6 8	7 11	5 4	6 4	4 8	5 4
	3	5 4	6 4	4 8	5 4	3 4	3 14
	4	4 8	5 4	3 4	3 14	2 8	3 0
	5	3 4	3 14	2 8	3 0	2 0	2 6
IV	1	8 8	10 1	7 12	9 3	6 8	7 11
	2	7 12	9 3	7 0	8 4	5 4	6 4
	3	7 0	8 4	5 12	6 13	4 8	5 4
	4	6 8	7 11	4 8	5 4	3 12	4 7
	5	5 4	6 4	3 12	4 7	3 4	3 14
V	1	6 8	7 11	4 8	5 4	3 4	3 14
	2	5 4	6 4	3 12	4 7	2 8	3 0
	3	4 8	5 4	3 4	3 14	2 4	2 11
	4	3 4	3 14	2 8	3 0	2 0	2 6
	5	2 8	3 0	2 0	2 6	1 10	1 15
VI	1	6 8	7 11	5 4	6 4	3 12	4 7
	2	5 4	6 4	4 8	5 4	3 4	3 14
	3	4 8	5 4	3 4	3 14	2 4	2 11
	4	3 12	4 7	2 8	3 0	2 0	2 6
	5	3 4	3 14	2 0	2 6	1 10	1 15
VII	1	7 12	9 3	5 12	6 13	3 12	4 7
	2	7 0	8 4	5 4	6 4	3 4	3 14
	3	5 12	6 13	4 8	5 4	2 8	3 0
	4	5 4	6 4	3 4	3 14	2 4	2 11
	5	4 8	5 4	2 8	3 0	2 0	2 6
VIII	1	5 12	6 13	4 8	5 4	3 4	3 14
	2	5 4	6 4	3 12	4 7	2 8	3 0
	3	4 8	5 4	3 4	3 14	2 0	2 6
	4	3 12	4 7	2 8	3 0	1 10	1 15
	5	3 4	3 14	2 4	2 11	1 10	1 15

D

Upland—Wet lands—Kistna district.

Class and sort of soil.		Third class.	
		Old rate.	New rate.
		RS. A.	RS. A.
I	1	..	..
	2	6 4	7 7
	3	..	..
II	1	*7 8	..
	2	*6 4	..
III	1	5 8	6 8
	2	4 4	5 1
	3	3 0	3 8
IV	1	6 4	7 7
	2	4 12	5 10
	3	3 12	4 7
V	1	4 4	5 1
	2	3 0	3 8
	3	2 8	3 0
VI	1	5 8	6 8
	2	4 4	5 1
VII	1	4 12	5 10
	2	3 12	4 7
VIII	1	3 12	4 7
	2	3 0	3 8

* Rates on lands classified as 'Permanently improved'. These will be reclassified.

14. *Wet lands under the Muniyeru project.*—Lands reclassified as 'wet' under the Muniyeru project will be assessed at the appropriate resettlement rates sanctioned for wet lands in the delta tract of the Kistna district—vide table B above.

15. *Revision of wet ayacuts*—(*a*) *Transfer from dry to wet.*—(i) In the delta tracts of the Kistna and West Godavari districts all dry lands registered as 'bapat wet' in the revenue accounts have been transferred to wet. In the case of the dry lands selected for inclusion in the Kistna Eastern and Godavari Western deltas, lists of which were published in the *Kistna District Gazette* for May 1921 and February 1924 (Extraordinary), and of which the inclusion was subject to the conditions that the owners paid the prescribed inclusion fee and corrected the level of the lands, where necessary, to permit of irrigation by direct flow, such lands as have satisfied these conditions have also been transferred to wet. In the case of the selected dry lands, which have not paid the inclusion fees and of lands which though not originally selected for inclusion, it is considered desirable to include, the Special Settlement Officer will have power to decide in consultation with the Department of Public Works, what lands should be admitted to irrigation and, subject to such conditions as may be prescribed, whether such lands should be registered as wet or dry.

(ii) Under the Godavari Eastern and Central deltas in the East Godavari district all 'bapat wet' and irrigated dry lands that have been cultivated with wet crops in each of the last five faslis and are conveniently situated for economic irrigation, and such other lands as are so situated that they cannot exclude the Government water and are either under or fit for wet cultivation, will be transferred to wet in consultation with the Public Works Department provided that in the case of dry lands other than 'bapat wet' the prescribed inclusion fee has been paid.

(iii) In the uplands, fields registered as 'dry' which have been regularly under wet cultivation for five years and which in the opinion of the Settlement Officer can be irrigated economically and without prejudice to other registered wet lands and fields registered as 'dry' from which in the opinion of the Settlement Officer it is impossible to exclude the Government water will be transferred to 'wet.'

(b) *Transfers from wet to dry.*—Fields registered as 'wet' which owing to their situation on a high level or for any other reason, are unfit for wet cultivation, will be transferred to 'dry,' provided the owners consent. Wet lands deliberately rendered unfit for wet cultivation, not because the supply of water is insufficient but because the growing of dry crops is more profitable will be retained as wet. A note to this effect will be made in the resettlement register.

(c) When lands are transferred from 'dry' to 'wet' or from 'wet' to 'dry' or from one registered source of irrigation to another, a soil classification suitable to their new description will be assigned.

16. *Charge for second crop*—(a) *Registered double-crop lands.*—No lands will be registered as consolidated 'double crop' at the resettlement, except those under the Yeleru river which are by district practice already treated as consolidated 'double crop' lands and charged at special rates. No extra charge will be made for the cultivation of a second crop on them.

(b) *Registered single-crop lands.*—The charge for a second crop when raised on land registered as single will be in accordance with paragraph 1 (1) and (2) of Board's Standing Order No. 5 or whatever corresponding orders may be in force for the time being.

(c) The Government reserve to themselves the power to introduce at any time during the currency of the resettlement the rules for the composition of second-crop charge on single-crop wet lands as laid down in paragraph 1 (5) of Board's Standing Order No. 1 or in accordance with any rules that may be framed by the Government in this behalf.

17. *Wet lands irrigated by baling.*—The baling remission of rupee one an acre usually allowed for the first crop will continue. The baling remission for the second crop will be fixed at one-fourth of the second-crop charge subject to a maximum remission of eight annas an acre. Where lands are irrigated by baling from one source and by direct flow from another, the rates will be worked out separately for each source and the higher of the two rates applied.

VI. Dry lands.

18. *Grouping.*—The existing grouping will remain unaltered except in the case of villages commanded by the Muniyeru project which will be placed in the delta second group.

19. *Commutation rate.*—At the last resettlement, black paddy was adopted as the standard dry crop for the delta tract of the Godavari district and black paddy and cholam for the delta tract of the Kistna district. In the upland tracts black paddy, cholam, cumbu, ragi and horsegram were the standard crops for the Godavari district and cholam and cumbu for the Kistna district. The commutation rates adopted for these crops at the last resettlement, subject to a deduction of 15 per cent for cartage and merchants' profits, compare as shown below with similar rates arrived at on the basis of the average prices of the same crops during the twenty non-famine years ending with fasli 1332 (1922–23).

Crops.	Old commutation rate.	New commutation rate.	Percentage increase.
	RS.	RS.	RS.
East and West Godavari districts—Delta.			
Black paddy	96	206	115
East and West Godavari districts—Upland.			
Black paddy	96	202	110
Cholam	147	300	104
Cumbu	124	239	93
Ragi	130	282	117
Horsegram	162	320	98
Kistna—Delta.			
Black paddy	96	192	100
Cholam	170	371	118
Kistna—Upland.			
Cholam	184	328	78
Cumbu	147	286	95

The present commutation rates exceed the old rates by 100 to 118 per cent in the deltas and by 78 to 117 per cent in the uplands.

20. *Money rates.*—The Government have however decided to enhance the rates of assessment on the delta dry lands by only 18¾ per cent in the case of rates up to and including Rs. 2 per acre and by 12½ per cent in the case of the remaining rates. In the uplands all the rates except the lowest will be enhanced by 12½ per cent, the lowest rate (As. 5) being left unaltered.

21. The following tables compare the new and the old rates separately for the delta and the uplands:—

A (1)—Delta—Dry lands—East Godavari and West Godavari districts.

I	II	III	IV	V	XII	XIII	XIV	First group. Old rate.	First group. New rate.	Second group. Old rate.	Second group. New rate.
								RS. A.	RS. A.	RS. A.	RS. A.
1-A	..	..	..	..	..	..	..	7 0	8 4	5 0	5 15
1	1-A	..	..	..	..	..	..	5 0	5 15	4 0	4 12
2	1	..	..	..	..	..	..	4 0	4 12	3 0	3 8
3	2	1	..	..	..	..	..	3 0	3 8	2 8	3 0
4	3	2	1	..	..	..	..	2 8	3 0	2 0	2 6
5	4	3	2	..	..	..	..	2 0	2 6	1 8	1 11
..	5	4	3	1	1	..	..	1 8	1 11	1 4	1 6
..	..	5	4	2	2	1	..	1 4	1 6	1 0	1 2
..	..	..	5	3	3	2	1	1 0	1 2	0 12	0 14
..	..	..	..	4	..	3	2	0 12	0 14	0 8	0 9
..	..	..	..	5	..	..	3	0 8	0 9	0 4	0 5

REMARKS—For the rates leviable on lankas and padugais held on patta, see table A (2) below.

A (2).—Delta—Lankas and Padugais—East Godavari and West Godavari districts.

I		II	Lanka. Old rate.	Lanka. New rate.	Padugai. Old rate.	Padugai. New rate.
			RS. A.	RS. A.	RS. A.	RS. A.
1 A	..	..	11 0	13 0	9 0	10 10
1	..	1 A	9 0	10 10	7 0	8 4
2	..	1	7 0	8 4	5 0	5 15
3	..	2	5 0	5 15	4 0	4 12
4	..	3	4 0	4 12	3 0	3 8
5	..	4	3 0	3 8	2 8	3 0
..	..	5	2 8	3 0	2 0	2 6

B-1—Delta—Dry lands—Kistna district.

Soil. I	II	III	IV	V	VII	XII	XIII	XIV	First group. Old rate.	First group. New rate.	Second group Old rate.	Second group New rate.	Third group. Old rate.	Third group. New rate.
									RS. A.	RS A.	RS. A.	RS. A.	RS. A.	RS. A.
1	..	..	..	..	..	..	..	..	5 0	5 15	4 0	4 12	3 0	3 8
2	1	..	..	..	..	..	..	..	4 0	4 12	3 0	3 8	2 8	3 0
3	2	1	..	..	..	..	..	..	3 0	3 8	2 8	3 0	2 0	2 6
4	3	2	1	..	..	..	..	..	2 8	3 0	2 0	2 6	1 8	1 11
5	4	3	2	..	1	..	..	..	2 0	2 6	1 8	1 11	1 4	1 6
..	5	4	3	1	2	1	..	..	1 8	1 11	1 4	1 6	1 0	1 2
..	..	5	4	2	3	2	1	..	1 4	1 6	1 0	1 2	0 12	0 14
..	..	..	5	3	4	3	2	1	1 0	1 2	0 12	0 14	0 8	0 9
..	..	..	..	4	5	..	3	2	0 12	0 14	0 8	0 9	0 4	0 5
..	..	..	..	5	..	..	..	3	0 8	0 9	0 4	0 5	..	..

REMARKS.—For the rates leviable on lankas and padugais held on patta see table B-2 below.

B-2—Delta Lankas and Padugais—Kistna district.

Soil. I				II		Lanka Old rate.	Lanka New rate.	Padugai. Old rate.	Padugai. New rate.
						RS. A.	RS. A.	RS. A.	RS. A.
1	..	..	..	..	..	9 0	10 10	7 0	8 4
2	..	..	..	1	..	7 0	8 4	5 0	5 15
3	..	..	..	2	..	5 0	5 15	4 0	4 12
4	..	..	..	3	..	4 0	4 12	3 0	3 8
5	..	..	..	4	..	3 0	3 8	2 8	3 0
..	..	..	..	5	..	2 8	3 0	2 0	2 6

C (1).—Upland dry lands—East Godavari and West Godavari districts (resettled in 1899.)

Class and sort of soil.			First group. Old rate.	First group. New rate.	Second group. Old rate.	Second group. New rate.	Third group. Old rate.	Third group. New rate.	Fourth group. Old rate.	Fourth group. New rate.
			RS. A.	RS. A.	RS. A	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.
III	1	..	4 8	5 1	2 12	3 1	1 12	2 0	1 10	1 14
	2	..	2 8	2 13	1 12	2 0	1 4	1 6	1 0	1 2
	3	..	1 4	1 6	0 10	0 12	0 8	0 9	0 5	0 5
IV	1	..	3 4	3 10	2 8	2 13	1 10	1 14	1 4	1 6
	2	..	2 4	2 8	1 10	1 14	1 4	1 6	1 0	1 2
	3	..	1 4	1 6	0 10	0 12	0 8	0 9	0 5	0 5
V	1	..	2 8	2 13	1 12	2 0	1 4	1 6	1 0	1 2
	2	..	1 12	2 0	1 0	1 2	0 10	0 12	0 8	0 9
	3	..	..	..	..	..	..	..	..	..
VI	1	..	3 4	3 10	3 4	3 10	2 8	2 13	2 4	2 8
	2	..	2 4	2 8	2 4	2 8	1 10	1 14	1 4	1 6
VII	1	..	2 8	2 13	2 8	2 13	1 12	2 0	1 10	1 14
	2	..	1 4	1 6	1 4	1 6	1 0	1 2	0 10	0 12
	3	..	0 8	0 9	0 8	0 9	0 5	0 5	0 5	0 5
VIII	1	..	1 0	1 2	1 0	1 2	0 10	0 12	0 8	0 9
	2	..	0 10	0 12	0 8	0 9	0 5	0 5	0 5	0 5
	3	..	0 8	0 9	0 5	0 5	0 5	0 5	0 5	0 5

C (2)—Upland dry lands—East Godavari and West Godavari districts (settled in 1899).

Class and sort of soil.	First group. Old rate.	First group. New rate.	Second group. Old rate.	Second group. New rate.	Third group. Old rate.	Third group. New rate.	Fourth group. Old rate.	Fourth group. New rate.
	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.
III 1	4 8	5 1	2 12	3 1	1 12	2 0	1 10	1 14
III 2	3 4	3 10	2 4	2 8	1 4	1 6	1 4	1 6
III 3	2 8	2 13	1 12	2 0	1 0	1 2	1 0	1 2
III 4	1 12	2 0	1 4	1 6	0 10	0 12	0 10	0 12
III 5	1 0	1 2	1 10	0 12	0 8	0 9	0 5	0 5
IV 1	3 4	3 10	2 8	2 13	1 10	1 14	1 4	1 6
IV 2	2 12	3 1	2 4	2 8	1 4	1 6	1 0	1 2
IV 3	2 4	2 8	1 10	1 14	1 0	1 2	0 10	0 12
IV 4	1 10	1 14	1 4	1 6	0 10	0 12	0 8	0 9
IV 5	1 0	1 2	0 10	0 12	0 8	0 9	0 5	0 5
V 1	2 8	2 13	1 12	2 0	1 4	1 6	1 0	1 2
V 2	1 12	2 0	1 4	1 6	1 0	1 2	0 10	0 12
V 3	1 4	1 6	1 0	1 2	0 10	0 12	0 8	0 9
V 4	1 0	1 2	0 10	0 12	0 8	0 9	0 5	0 5
V 5	0 10	0 12	0 8	0 9	0 5	0 5	0 5	0 5
VI 1	3 4	3 10	3 4	3 10	2 8	2 13	2 [illegible]	2 8
VI 2	2 12	3 1	2 12	3 1	2 4	2 8	1 12	2 0
VI 3	2 4	2 8	2 4	2 8	1 10	1 14	1 4	1 6
VI 4	1 12	2 0	1 12	2 0	1 4	1 6	1 0	1 2
VI 5	1 4	1 6	1 4	1 6	1 0	1 2	0 10	0 12
VII 1	2 8	2 13	2 8	2 13	1 12	2 0	1 10	1 14
VII 2	1 12	2 0	1 12	2 0	1 4	1 6	1 0	1 2
VII 3	1 4	1 6	1 4	1 6	1 0	1 2	0 10	0 12
VII 4	1 0	1 2	1 0	1 2	0 10	0 12	0 8	0 9
VII 5	0 8	0 9	0 8	0 9	0 5	0 5	0 5	0 5
VIII 1	1 0	1 2	1 0	1 2	0 10	0 12	0 8	0 9
VIII 2	0 10	0 12	0 10	0 12	0 8	0 9	0 5	0 5
VIII 3	0 10	0 12	0 8	0 9	0 5	0 5	0 5	0 5
VIII 4	0 8	0 9	0 5	0 5	0 5	0 5	0 5	0 5
VIII 5	0 5	0 5	0 5	0 5	0 5	0 5	0 5	0 5

D—Upland dry lands—Kistna district.

Class and sort of soil.	III group. Old rate.	III group. New rate.	Class and sort of soil.	III group. Old rate.	III group. New rate.
	RS. A.	RS. A.		RS. A.	RS. A.
I 1	3 12	4 3	VI 1	1 8	1 11
I 2	2 8	2 13	VI 2	1 0	1 2
I 3	1 14	2 2	VII 1	1 0	1 2
III 1	2 2	2 6	VII 2	0 10	0 12
III 2	1 4	1 6	VIII 1	0 10	0 12
III 3	1 0	1 2	VIII 2	0 5	0 5
V 1	1 4	1 6	XII 1	1 0	1 2
V 2	1 0	1 2	XII 2	0 10	0 12
V 3	0 10	0 12	XIII 1	0 10	0 12
VI 1	1 0	1 2	XIII 2	0 5	0 5
VI 2	0 10	0 12	XIV 1	0 10	0 12
VI 3	0 5	0 5	XIV 2	0 5	0 5

22. *Divi taluk—(a) Lands under the Divi Pumping system.*—These lands will be reclassified in accordance with the principles laid down in paragraph 6 (i). Lands under regular irrigation from the project or accepted for regular irrigation by the Public Works Department will, in addition to the dry assessment at the appropriate rates sanctioned by Government, pay the water-rate that may be fixed from time to time. The subjoined table shows the rate separately under each soil classification and group:—

Soil. I	Soil. II	Soil. III	Soil. IV	Soil. V	Soil. XII	Soil. XIII	Soil. XV	First group—Rate.	Second group—Rate.
								RS. A.	RS. A.
1	2	..	..	..	..	..	..	5 15	4 12
2	3	..	1	..	..	..	..	4 2	3 8
3	4	1	2	..	..	..	..	3 8	3 0
4	5	2	3	1	..	..	..	3 0	2 6
5	..	3	4	2	1	..	..	2 6	1 11
..	..	4	5	3	2	1	..	1 11	1 6
..	..	5	..	4	3	2	1	1 6	1 2
..	..	..	..	5	..	3	2	1 2	0 14
..	..	..	..	..	..	..	3	0 14	0 9

(b) *Lands outside the Divi Pumping system.*—These lands will be assessed at the dry rates sanctioned for the delta tract of Kistna—vide table B-1 in paragraph 21. Lanka and padugai lands will be assessed at the appropriate special rates sanctioned for that tract—vide B-2 in paragraph 21.

23. *Dry lands under the Muniyeru project.*—Lands in the Muniyeru project area which it is proposed to retain as 'dry' will be assessed at the dry rates sanctioned for second group villages of the Kistna delta—vide table B-1 in paragraph 21.

24. *Lands irrigated from wells.*—Dry lands irrigated solely from wells situated on occupied lands will not be charged for the use of the water. Lands irrigated solely from doruvu wells will be registered as dry, but will be charged water-rate at one-fourth of the rate usually charged for water supplied to a wet crop if the water is raised by a single lift and at one-eighth of the same rate if the water is raised by a double lift. The rate will not depend on the crop grown. No charge will be made for the cultivation of a second crop under these wells.

25. *Achukattus.*—The Government reserve the right to impose at any time during the period of the resettlement whatever additional assessment they may deem necessary on any dry land on which wet crops are, or may hereafter be, raised by the aid of achukattus in a manner which, in the opinion of the district authorities, is objectionable.

26. *Water-cess on dry lands.*—The levy of water-rate will be governed by the rules notified by the Government from time to time.

VII. Ground-rent.

27. The Government reserve the right to impose at any time during the currency of the resettlement whatever ground-rent they may deem necessary on ryotwari patta lands assigned subsequent to the date of this notification if they are used for building purposes.

VIII. Special Rate Lands.

28. The assessment on special rate lands will be revised in accordance with Board's Standing Order No. 8, paragraph 10, that is to say, the special rate will be altered in the same proportion as the average assessment on the dry land of the village in which the special rate lands lie.

IX. Lands in the Waterspread of Irrigation Sources.

29. Lands in the waterspread of the Government sources of irrigation which are included in holding will be recommended to the Collector for acquisition and registry as poramboke, if the cultivation of such lands causes real injury to the cultivators in the ayacut and the cost of acquisition thereof is not prohibitive. Where these two conditions do not co-exist, the waterspread lands held on patta will, whether they have hitherto been shown in the revenue accounts as wet or dry, be classed as 'dry' and assessed at a special rate intermediate between the corresponding wet and dry rates, unless such lands are irrigated from and included in the ayacut of a source different from and unconnected with the one in the bed of which they are situated. The assessment so fixed will be leviable in all seasons whether the lands are cultivated or not. No charge for water will be made on account of any benefit accruing to the land from involuntary submersion by the water of the tank in the bed of which it is situated.

X. Increment Remission.

30. When the resettlement results in an increase of more than 25 per cent in the assessment payable on any individual patta, the increment will be spread over a series of years. This concession is called 'increment remission.' It will not be applied—

(*a*) to enhancements which are due to—

(i) increase in area ascertained in the course of resurvey or revision survey; or

(ii) the transfer of land from dry to wet; or

(*b*) to cases in which the total increase does not exceed one rupee.

31. Increases due to reclassification of soils or of sources of irrigation or to the imposition of special rates on tank-bed lands, will, however, be taken into account and in such cases increase in area up to 10 per cent of the original extent will be disregarded and the increment remission calculated on the total increase in assessment.

32. In cases in which increment remission is admissible, the assessment will be levied in the following manner: In the first year, the assessment payable will be the old assessment *plus* an additional sum not exceeding 25 per cent thereof; in the second year the assessment payable will be the old assessment *plus* an additional sum not exceeding $37\frac{1}{2}$ per cent of the old assessment; in the third year a further addition of not more than $12\frac{1}{2}$ per cent will be made and so on until the full resettlement rate is reached; provided that the increment of assessment in any one year shall not be less than one rupee unless and until the full resettlement rate is reached. If in any case it should happen that the application of this method will not admit of the full resettlement rate being reached by the twelfth year, the percentage rate of increase to be adopted in the second and succeeding years will be so raised that the full resettlement rate shall be reached in the twelfth year.

33. If the whole or any portion of the land included in a holding at resettlement is alienated or relinquished and reassigned, the full resettlement rate will be levied from the new holder with effect from the fasli in which the transfer takes place. In such cases the amount of remission equitably due on any portion of the holding which remains in the possession of the original holder will be fixed by the Revenue Divisional Officer, subject to

the control of the District Collector, by the application of the principles already laid down above. When one of the holders of a joint holding transfers his interest therein either to one or more of the other registered holders of it or to a stranger, increment remission will be admissible so long as the joint holding remains intact and so long as one or more of the original holders of the holding retains his or their interest therein; but when all the joint holders have transferred their interest in the holding, the full resettlement rate will be levied with effect from the fasli in which the last of such transfers takes place.

XI. Registry of Holdings.

34. Preliminary to the resettlement, the latest revenue adangal was brought up to date and the result embodied in a fresh land register. Registered holders or other persons possessing any interest in land forming the subject of resettlement in East or West Godavari can obtain any information thereon from the Special Settlement Officer, Party No. I, Rajahmundry. Similar information for land forming the subject of resettlement in the Kistna district can be obtained from the Special Settlement Officer, Party No. II, Masulipatam.

XII. Rough Pattas.

35. *Issue.*—At the time of resettlement a rough patta will be issued through the village headman to each registered holder in those villages where notices of changes made in the registry or in the description of land in connexion with the revision of adangals, resurvey or revision of the survey have not already been communicated. In the case of villages where notices of such changes have already been given to registered holders and their objections, if any, duly heard and disposed of, there will be no further issue of rough pattas at the time of resettlement; but a notice will be given to each pattadar of such further alteration in the taram and description of land as may be carried out in respect of his holding in accordance with the principles enumerated in the preceding paragraphs. The procedure in regard to the service of these notices will be the same as that prescribed for rough pattas. Every endeavour will be made to secure prompt delivery to the registered holders concerned of the rough pattas and notices referred to above, but non-resident and absentee registered holders must make their own arrangements to obtain them from the village headman.

36. *Objections to be heard.*—The date on which and the place at which objections to entries in or omissions from a rough patta will be heard will be entered therein. The rough patta to be issued at resettlement will show the old survey numbers and assessment, the resurvey numbers (wherever the old numbering has been altered), the names of registered holders, the description of the land (Government, dry, wet, single-crop, double-crop, baling, etc.), the registered sources of irrigation and the assessment which will hereafter be levied on the land. Notice of the time and place fixed for hearing objections will be posted in the village chavadi or where there is no village chavadi, in some other conspicuous place in the village and will be published in the village by beat of tom-tom not less than 10 days previous to the date of hearing. The headman and the karnam will attend at the time and place fixed for the disposal of objections. Objections to entries in or omissions from the patta will be heard and disposed of on a day and at a place notified therein. No objection petition will be received by the Settlement Officer after the date notified in the manner set forth above unless the delay in presenting the petition is explained to his satisfaction. The manner in which objections to entries in the notices of alterations referred to in paragraph 35 above will be received and disposed of will be set out in the notices themselves.

37. Errors found in the rough pattas and notices in regard to survey numbers, areas, names of registered holders and the registration of lands as dry, wet, Government, inam, poramboke or the like can be corrected at any time during or after the resettlement if brought to notice by the party interested. Petitions for alteration of demarcation, however, are barred by the provisions of the Madras Survey and Boundaries Act VIII of 1923 and will not be entertained.

38. *Objections barred.*—No objections will be admitted as to rates of assessment in the case of lands on which the old money rate remains unaltered or has only been altered by a percentage increase, in accordance with paragraphs 13 and 21 of this notification.

39. *Appeals.*—Parties must obtain written orders from the Special Settlement Officer before filing appeals against any decision passed under paragraph 36 to the Collector in respect of transfers of registry and to the Board of Revenue (Land Revenue and Settlement) in regard to other matters. Such appeals must be preferred to the Collector within 30 days and to the Board of Revenue (Land Revenue and Settlement) within 40 days from the date of communication of the order appealed against. These periods are exclusive of the time occupied in obtaining copies of the order appealed against and in cases in which the original order was communicaed by post, they are also exclusive of the time which the order would take to reach the party in the ordinary course of business. With the appeal petition must be sent the original or a copy of the order appealed against. Appeal petitions need not be stamped, but copies and enclosures appended thereto must be stamped in accordance with the rules.

In the case of taluks and parts of taluks, where the hearing of the objections to changes made in connexion with the revision of adangals and the resurvey or revision of the survey has been completed before the issue of this notification, appeals against the orders passed at such objection hearing may be preferred to the Collector or the Board, as the case may be, at any time within two months of the issue of this notification.

XIII. Relinquishments.

40. If in any of the taluks under resettlement it is found impossible to issue the rough pattas and notices referred to in paragraph 35 supra before the date fixed for the acceptance of relinquishments for the fasli in which the new rates are to be introduced, viz., 31st May 1930, the time within which relinquishments may be made will be extended until a month after the close of the enquiry into objections to the rough pattas and notices, in order to enable landholders to make such changes in their holdings as they may decide to make with reference to the revised rates imposed at the resettlement. Lands relinquished must consist of entire survey fields or entire subdivisions indicated by sub-numbers or subdivision letters which are separately recorded in the rough pattas or notices.

XIV. Duration of Resettlement.

41. (*a*) Subject to the provisions of clauses (*b*) and (*c*) below, the resettlement will remain in force for a period of 30 years and the rates of assessment now sanctioned will not be changed during that period. The Government reserve to themselves the right to revise thereafter the assessment on lands in such manner as may then seem just and proper, but no enhancement of assessment will then be made in respect of any additional value which may have been imparted to land by improvements effected by the ryots, whether such improvements have been carried out by money borrowed from the Government or otherwise.

(*b*) The Government reserve the right to alter or revise within the period of thirty years fixed for the duration of the resettlement the classification of lands adopted at the resettlement and to impose additional assessment or to substitute ground-rent for assessment as the case may be in the following cases:—

(1) Where a second wet or irrigated dry crop is raised on registered single-crop wet land—vide paragraph 16 (*b*) above.

(2) Where on lands classed as 'dry', wet crops are or may hereafter be raised by the aid of 'achchukkattus'—vide paragraph 25 above.

(3) Where ryotwari lands assigned subsequent to the date of this notification are used for building purposes—vide paragraph 27 above.

(4) Where the irrigation of the land has been improved by the Government during the currency of the resettlement.

(5) Where the lands have been included in the ayacut of any irrigation work constructed or extended by the Government during the currency of the resettlement.

(6) Where 'dry' lands are converted into 'wet'.

(7) Where the lands are included in the water spread of a tank.

(*c*) The Government also reserve the right to change from time to time the rate of water charge and the method of calculating it in the case of lands not registered as 'wet'.

APPENDIX XIV.

Rough patta objection hearing register of No. , Village , Taluk , District

Serial number.	Number of holding.	Name of petitioner.	Survey number and subdivision.	Purport of the petition, in brief.	Order.
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX XV (To be printed in Diglot).

Dry group

Karnam's copy of Resettlement Adangal of the Village of No. , Taluk , District

Revision / Re survey. Number.	Revision / Re survey. Subdivision number.	Old survey number and letter, if any.	Ryotwari (R) or Inam (I).	Dry (D), Manavari (M), Wet (W), Unassessed (U) or Poramboke (P). If wet source of irrigation and class.	If double-crop, rate of consolidation or composition.	Class and sort of soil.	Taram.	Rate per acre.	Extent.	Assessment.	Number of the patta or title-deed and name of registered holder or inamdar.	Remarks.
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
								RS. A.	ACS.	RS. A.		

APPENDIX XVI (To be printed in Diglot).

Karnam's Resettlement chitta of No. , Village , Taluk
District.

According to Resurvey.		According to resettlement.					Baling remission.	Remarks.
Number.	Sub-number.	Dry, manavari or wet.	Taram.	Rate per acre.	Extent.	Assessment.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
				RS. A.	ACS.	RS. A.	RS. A.	

APPENDIX XVII.

Rules for the grant of Increment Remission.

When the resettlement results in the assessment payable on any individual holding being increased by more than 25 per cent, the increase in assessment is imposed gradually, i.e., by increases spread over a series of years in accordance with the rules given below. The temporary abatement of the full assessment thus allowed is called ' increment remission.' In estimating the increase which will give a claim to increment remission, enhancements due to any increase in area by resurvey, any increase due to transfer of land from dry to wet, and any increase due to transfer from single-crop to double-crop will not be taken into account Increases due to the reclassification of soils or of sources of irrigation or to revision of grouping or to the imposition of special rates on tank-bed lands are, however, taken into account, and in these cases increases in area up to 10 per cent of the original extent are disregarded and the increment remission is calculated on the total increase in the new assessment on the holding over the old assessment.

The grant of remission in each case is regulated by the following rules:—

(*a*) If the increase of assessment in individual cases exceeds 25 per cent of the old assessment, a sum equal to 25 per cent of such assessment will be levied at once, and the remainder by instalments equal to 12½ per cent of the old assessment.

NOTE.—Increases of Re. 1 and under will be charged at once, whatever the percentage may be.

(*b*) Where, however, such instalment will not admit of the full revised rate being reached by the twelfth year, the remainder (i.e., the increase over 25 per cent) shall be levied in eleven equal instalments.

But if the whole or any portion of the land held by a registered holder at resettlement disappears from his holding by relinquishment or transfer, full assessment will be leviable on the land so transferred or relinquished, with effect from the fasli in which the transfer or relinquishment takes place, whether there has been any change of registry or not. In such cases, the amount of remission equitably due on the remainder of the holding will be fixed by the Revenue Divisional Officer, subject to the control of the District Collector and will be granted by instalments on the same plan as if the holding had undergone no change. When one of the joint holders of a holding transfers his interest therein either to the co-registered holder or a stranger, the increment remission will be continued because the holding remains intact, the change involved being only in the names of the registered holders.

But when all the joint holders have transferred their interest in the holding the full resettlement rate will be levied with effect from the fasli in which the last of such transfers takes place whether there has or has not been a change of registry.

The form of increment remission account and a working statement showing how it should be prepared are given in Appendices XXVIII and XXIX. The working statement prepared in the settlement office should be sent to the Tahsildar along with the increment remission account.

To prevent waste of labour in preparing this account it should be noted that in taluks in which the money rates have not been raised by over 25 per cent, increment remission can only be granted on holdings in which (*a*) the total increment exceeds one rupee and (*b*) the classification of the soil or irrigation source or the village grouping has been altered for some subdivision. A rapid preliminary scrutiny should be made to exclude all holdings which do not fulfil the above conditions before writing up the detailed working statement.

Appendix XVIII (To be printed in Diglot).

Increment remission account of the village of No. of the taluk, district.

Patta number.	Assessment.		Deduction due to increase in area and transfers from dry to wet and single to double crop.	Difference between column (3) and columns (2) plus (4).	Amount to be collected in the year of settlement (Fasli 13).	Amounts to be collected in.										
	Revenue.	Settlement.				Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .	Fasli 13 .
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.									
	249 0 0	426 0 0	71 8 0	105 8 0	382 12 0	413 14 0	426 0 0	..	..	..	..	..	..	..	..	..

Appendix XIX.

Increment remission working statement.

Survey number.	According to revenue.							
	Dry or wet.	Single crop or double crop.	Rate per acre.		Extent.	Assessment.		
			Single crop.	Second crop.		First crop.	Second crop.	Total.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
			RS. A.	RS.	ACS.	RS.	RS.	RS.
1	Dry ..	..	2 0	..	5	10	..	10
2	Dry ..	..	0 8	..	2	1	..	1
3	Dry ..	..	0 4	..	8	2	..	2
4	Wet ..	1	5 0	..	4	20	..	20
5	Wet ..	2	6 0	2	3	18	6	24
	Total, dry ..	..	..	..	22	51	6	57
102	Dry ..	..	0 8	..	4	2	..	2
105	Dry ..	..	1 0	..	3	3	..	3
108	Wet ..	1	6 0	..	2	12	..	12
256	Wet ..	1	8 0	..	1	8	..	8
257	Wet ..	1	5 0	..	20	100	..	100
258	Wet ..	2	6 0	2	4	24	8	32
260	Wet ..	1	3 8	..	10	35	..	35
	Total, wet ..	..	..	..	44	184	8	192
	Total, patta ..	..	..	..	66	235	14	249

Survey number.	According to resettlement.								Remarks.
	Dry or wet.	Single crop or double crop.	Rate per acre.		Extent.	Assessment.			
			Single crop.	Second crop.		First crop.	Second crop.	Total.	
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
			RS. A.	RS.	ACS.	RS. A.	RS. A.	RS. A.	RS. A.
1	Dry ..	..	3 0	..	5·5	16 8	..	(a) 16 8	1 8
2	Dry ..	..	0 8	..	4·0	2 0	..	(a) 2 0	1 0
3	Dry ..	..	0 4	..	8·0	2 0	..	2 0	
4	Dry ..	..	2 0	..	4·0	8 0	..	8 0	
5	Dry ..	..	1 8	..	3·0	4 8	..	4 8	
	Total, dry ..	..	..	..	24·5	33 0	..	33 0	
102	Wet ..	1	4 8	..	4·0	18 0	..	(b) 18 0	16 0
105	Wet ..	2	8 0	2	3·0	24 0	6 0	(b) 30 0	27 0
108	Wet ..	2	6 0	3	2·0	12 0	6 0	(c) 18 0	6 0
256	Wet ..	1	7 0	..	1·0	7 0	..	7 0	
257	Wet ..	1	10 0	..	20·0	200 0	..	200 0	
258	Wet ..	2	8 0	2	4·0	32 0	8 0	40 0	
260	Wet ..	2	6 0	2	10·0	60 0	20 0	(c) 80 0	20 0
	Total, wet ..	..	..	..	44·0	353 0	40 0	393 0	71 8
	Total, patta.	..	..	..	68·5	386 0	40 0	426 0	

	RS.	A.	
Assessment on entire holding according to resettlement	426	0	
Do. do. revenue accounts	249	0	
Difference ..	177	0	(This is more than 25 per cent and also over Re. 1).
Deductions—			
(a) Increase due to increase in area on survey Nos. 1 and 2 (Rs. 1–8–0 plus Re. 1 = Rs. 2–8–0).	2	8	
(b) Increase due to transfer from dry to wet of survey Nos. 102 and 105 (Rs. 16 plus Rs. 27 = Rs. 43).	43	0	
(c) Increase due to transfer from single crop to double crop of survey Nos. 108 and 260 Rs. 6 plus Rs. 20 = Rs. 26).	26	0	
Total ..	71	8	
Increase on holding ..	177	0	
Deductions ..	71	8	
Net increase ..	105	8	(This is more than 25 per cent on the old assessment of Rs. 249 on the entire patta and also over Re. 1.)
Revenue assessment	249	0	
Twenty-five per cent of revenue assessment	62	4	
Deductions on account of (a), (b) and (c) above	71	8	
	382	12	(Collection in the first year.)
Collection in the first year	382	12	
Twelve and a half per cent of revenue assessment	31	2	
	413	14	(Collection in the second year.)
Collection in the second year	413	14	
Balance of resettlement assessment over second year's collection ..	12	2	
	426	0	(Collection in the third year.)

Appendix XX.

Comparative statement of areas for taluk, district.

Particulars. (1)	According to revenue accounts of fasli. (2)	According to resettlement. (3)	Percentage of increase (plus) or decrease (minus), column (3), over column (2). (4)
	ACS.	ACS.	
Occupied.			
Government—			
Dry			
Wet			
Total ..			
Unoccupied.			
Government—			
Dry			
Wet			
Total ..			
Unassessed—			
Poramboke			
Inam—			
Dry			
Wet			
Total ..			
Entire inam			
Grand total ..			

Appendix XXI.

Comparative financial statement for taluk, district.

Particulars. (1)	According to revenue accounts of fasli. (2)	According to resettlement. (3)	Percentage of increase (plus) or decrease (minus). (4)
Assessment.	RS.	RS.	
Dry			
Wet			
Total ..			
Net increase or decrease on account of transfer from one head to another at resettlement and baling remission (b.r.) on wet lands—			
Dry			
Wet			
Net assessment—			
Dry			
Wet			
Total ..			

Appendix XXII.

Statement of area under dry and wet money rates, for the taluk, district.

Particulars.	Rate per acre.	Extent.			Percentage on the total of all money rates.
		Occupied.	Un-occupied.	Total.	
(1)	(2)	(3)	(4)	(5)	(6)
(*a*) 1. Dry		ACS.	ACS.	ACS.	
Manavari (if any)					
Total ..					
2. Special rate (imposed on dry lands in the waterspread of irrigation sources)					
Total ..					
Total, dry ..					
(*b*) Wet single crop					
Total ..					
(*c*) Wet double crop					
Total ..					
(*d*) Wet compounded ordinary					
Total ..					
(*e*) Wet compounded favourable					
Total ..					
(*f*) Special rates (imposed on lands forming the ayacut of tanks handed over for private repairs under Board's Standing Order No. 8).					
Total ..					
Total, wet ..					
Total, dry and wet ..					

Appendix XXIII.

Resettlement register of village , No. , taluk district

Resurvey. Number.	Resurvey. Subdivision.	Old survey number and letter.	Ryotwari (R) or Inam (I).	Dry (D), wet (W), manavari (M), Unassessed (U) or poramboke (P). If wet source of irrigation and class.	If double crop, rate of consolidation or composition.	Class and sort of soil.	Taram.	Rate per acre.	Extent.	Assessment.	Number of patta or title-deed and name of registered holder or inamdar.	Remarks.
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
								RS. A.	ACS.	RS. A.		

Appendix XXIV.

Alphabetical No. — Resurvey Map No. / revision survey

Descriptive memoir of village of the taluk of the district.

1. The resettlement was introduced into this village in fasli .
2. *Situation.*—This village is situated about miles of and is miles distant from railway station and miles distant from / on the maintained road from to
3. *Area.*—The boundary of the village remains unaltered by resettlement. The boundary of the village has been altered by excluding acres of the reserved forest and by including acres of disafforested land which originally formed part of village. The present resurvey / revision survey village comprises the following old villages and / or portions of old villages.

Old villages. (1)	Old survey numbers. (2)	Corresponding revision survey / resurvey numbers. (3)

The areas under each description of land according to revenue and resettlement accounts are :—

(1)	Occupied. Wet. (2)	Occupied. Dry. (3)	Occupied. Total. (4)	Unoccupied. Wet. (5)	Unoccupied. Dry. (6)	Unoccupied. Total. (7)	Inam. (8)	Unassessed. (9)	Poramboke. (10)	Total. (11)
	ACS.	ACS.	ACS.	ACS.	ACS.	ACS.	ACS.	ACS.	ACS.	ACS.
According to revenue accounts.										
According to resettlement ..										

It must be distinctly borne in mind that a deduction of 15 per cent in the case of lands irrigated by rivers and river-fed tanks and channels and 20 per cent in the case of all other wet and dry lands has been made from the gross produce on account of unfavourable seasons and on account of any roads, channels, banks, paths, etc., that may have been measured in with the cultivated area. The fact of the inclusion of any such Government poramboke in any survey field does not therefore confer on the cultivator of that field the right of entering on such poramboke or of in any way interfering with it. Any unauthorized encroachment on such poramboke will be dealt with under Act III of 1905 (Madras).

4. *Demarcation.*—This village, as now formed at resettlement, contains $\frac{\text{resurvey}}{\text{revision survey}}$ fields. The village officers have given receipts for the demarcation marks, newly erected at $\frac{\text{resurvey}}{\text{revision survey}}$. The ryots are responsible for the maintenance of all survey marks of which the maintenance is prescribed by the provisions of the Survey and Boundaries Act and the rules framed thereunder. It is the duty of the village officers to prevent any survey mark from being destroyed, injured or moved; and should this occur they should report the fact to the revenue inspector without delay.

5. *Population.*—The population of the village as ascertained at the different censuses was as under :—

Year of census.	Population.				Religion.				Occupation.					Population per 100 acres of	
	Number of inhabited houses.	Males.	Females.	Total.	Hindus.	Muhammadans.	Christians.	Others.	Agriculturists, landholders and labourers.	Other labourers.	Traders.	Artisans.	Others.	Cultivable land.	Occupied land.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1911															
1912															
1913															

The area of the village-site is acres.

6. *Holdings.*—The ryotwari holdings in the year of resettlement (fasli) were classified as follows :—

Holdings assessed to.	Number.			Extent.	Assessment.
	Single.	Joint.	Total.		
(1)	(2)	(3)	(4)	(5)	(6)
				ACS. CTS.	RS. A.
Rupee 1 and less					
Rupees 10 and less but over Re. 1					
„ 30 and less but over Rs. 10					
„ 50 and less but over Rs. 30					
„ 100 and less but over Rs. 50					
„ 250 and less but over Rs. 100					
„ 500 and less but over Rs. 250					
„ 1,000 and less but over Rs. 500					
Over Rs. 1,000					
Total ..					

7. *Crops.*—The areas of Government and minor inam land cultivated with the chief crops in the year of resettlement are shown below:—

Name of crop. (1)		Area cultivated in fasli. First crop. (2)	Subsequent crops. (3)
		ACS.	ACS.
Cereals	Paddy		
	Cholam		
	Cumbu		
	Ragi		
	Tenai		
	Samai		
	Varagu		
	Kudiraivali		
	Others		
Pulses	Horsegram		
	Blackgram		
	Redgram		
	Others		
Industrial crops	Cotton		
	Sugarcane		
	Tobacco		
	Gingelly		
	Castor		
	Groundnut		
	Others		
Vegetables	Chillies		
	Plantains		
	Others		
Topes	Fruit trees		
	Other trees		
All other crops	.. ..		
	Total area ..		

8. *Stock, pasturage and forest.*—The total number of agricultural stock in the village according to the census of fasli was cattle and sheep and goats: acres are reserved as cattle-stand and acres are set apart for grazing. Cattle also graze on patta lands, unoccupied assessed lands, unassessed lands and communal porambokes. There is besides the adjacent reserved forest where grazing may be permitted under the forest rules.

There are carts, ploughs, oil mills, wooden sugar mills, rice mills and weavers, looms in the village.

9. *Dry grouping.*—The dry lands are placed in the group.

10. *Irrigation.*—Details with regard to State irrigation works are given in the following statement. The revised area and assessment under each work and the class assigned to each with reference to its supply, capacity and conditions are as under:—

Name of work. (1)	Source of supply. (2)	Surplus flows to. (3)	Classification assigned to work. (4)	Number of wells in the ayacut. (5)	Area registered as wet. Single crop. (6)	Double crop. (7)	Total resettlement demand. Single crop. (8)	Double crop. (9)
					ACS.	ACS.	RS.	RS.

11. *Kudimaramat.*—The customary labour on irrigation works will be performed by the ryots as usual.

12. The following statement exhibits the areas placed in each taram at resettlement and the resettlement assessment under each taram. For lands registered as baling wet a remission of rupee one per acre for single crop has been allowed. Baling remission for

second crop has been allowed at one-fourth of the second crop charge subject to a maximum of annas eight per acre.

Description of soil.	Block.	Dry.						Wet.							Remarks.
		Taram.	Rate per acre.	Occupied.		Unoccupied.		Taram.	Single or double crop.	Rate per acre.	Occupied.		Unoccupied.		
				Extent.	Assessment.	Extent.	Assessment.				Extent.	Assessment.	Extent.	Assessment.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
			RS. A.	ACS.	RS. A.	ACS.	RS. A.			RS. A.	ACS.	RS. A.	ACS.	RS. A.	

The land assessment on occupied lands for fasli was Rs. ; by the present resettlement it is Rs. ; increase by the present resettlement is Rs. after deducting baling remission. The last resettlement rates varied from Rs. to Rs. an acre on dry lands and from Rs. to Rs. an acre on wet single crop lands, and from Rs. to Rs. an acre on wet double crop lands.

13. *Wells.*—There are ordinary wells in wet, dry and poramboke lands which are used for irrigation. The wells under which favourable composition for second crop charge has been allowed are noted below:—

Well situated in resurvey number and subdivision.	Ayacut.		Well situated in resurvey number and subdivision.	Ayacut.		Well situated in resurvey number and subdivision.	Ayacut.		Well situated in resurvey number and subdivision.	Ayacut.	
	Resurvey number and subdivision.	Extent.		Resurvey number and subdivision.	Extent.		Resurvey number and subdivision.	Extent.		Resurvey number and subdivision.	Extent.
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
		ACS.			ACS.			ACS.			ACS.

There are also doruvu wells on the bank of the river which irrigate the fields noted below; these fields are registered as dry.

Resurvey / Revision survey numbers:—

14. *Fishery.*—The fishery rental of the village is Rs. . The enjoyment of the fishery rights is subject to the conditions specified below and the violation of these conditions will entail the forfeiture of these rights.

(i) The draining of irrigation sources, the use of fixed engines, dynamiting and poisoning shall not be resorted to.

(ii) Rod and line, cast nets, drag nets and other local nets shall alone be used.

(iii) The size of the meshes in the nets shall not be below 1½ inches between knots. The Government reserve power to charge additional rent during the currency of the resettlement in the event of tank or tanks being stocked by the Department of Fisheries.

15. *Inams.*—The lands shown in the subjoined table are held tax-free or on favourable terms:—

Description of inam. (1)	Area. (2)	Assessment. (3)	Amount of quit-rent. (4)	Excess charge. (5)	Remarks. (6)
A. Enfranchised.	ACS.	RS. A. P.	RS. A. P.	RS. A. P.	
1. Personal					
2. Village service ..					
B. Unenfranchised.					
1. Personal					
2. Village service ..					
3. Religious					
4. Charitable					
Total ..					

NOTE.—The second crop charge on single crop inam lands compounded for two crops at resettlement should be noted in column (6), the lands themselves being shown as single crop in the appropriate column of the resettlement register.

16. *Village establishment.*—In fasli , the village establishment comprised village headman, . maniyam, karnam, assistant karnam, talaiyaris, vettis, and nirgantis.

N.B.—This establishment is for one group comprising villages Nos.

REVENUE SETTLEMENT OFFICE,
PARTY NO. ,
193 .

Special Settlement Officer.

APPENDIX XXV.

Statement showing the poramboke and unassessed lands transferred to assessed waste or included in holdings by the District Revenue authorities in V. No. , Name Taluk District.

As per diglott.			As per revenue accounts of fasli .									Proposed classification and rate.						
Survey number and letter. (1)	Extent. (2)	Description, poramboke or unassessed. (3)	Survey number and letter. (4)	Extent. (5)	Dry, wet or manavari. (9)'	Classification. Class. (7)	Classification. Sort.	Taram. (8)	Rate per acre. (9)	Assessment. (10)	Whether assessed waste or included in a holding. (11)	Classification. Class. (12)	Classification. Sort.	Taram. (13)	Rate per acre. (14)	Remarks of the Inspector. (15)	Remarks of the Supervisor. (16)	Orders of the Special Settlement Officer. (17)
	AC. C.			AC. C.					RS. A.	RS. A.					RS. A.			

Appendix XXVI.

Statement showing the lands transferred from dry to wet and from wet to dry by the District Revenue authorities in V. No. , Name Taluk District.

As per diglott.							As per Revenue accounts of fasli							Proposed classification.						
			Classification of soil.							Classification of soil.				Classification of soil.						
Survey number and letter.	Extent.	Dry or wet.	Class.	Sort.	Taram.	Rate per acre.	Survey number and letter.	Extent.	Dry or wet.	Class.	Sort.	Taram.	Rate per acre.	Class.	Sort.	Taram.	Rate per acre.	Remarks of the Inspector.	Remarks of the Supervisor.	Orders of the Special Settlement Officer.
(1)	(2)	(3)	4)		(5	(6)	(7)	(8)	(9)	10)		(11)	(12)	(13)		(14)	(15)	(16)	(17)	(18)
	AC. C.					R. A.		AC. C.					RS. A.							

Section I—Fields transferred from dry to wet.
Section II—Fields transferred from wet to dry.

Appendix XXVII.

Statement showing the lands transferred from one source of irrigation to another subsequent to the last resettlement in V. No. , Name Taluk District.

As per diglott.							As per Revenue accounts of fasli							Proposed classification.						
			Classification of soil.							Classification of soil.				Classification of soil.						
Survey number and letter.	Extent.	Name of source and its class.	Class.	Sort.	Taram.	Rate per acre.	Survey number and letter.	Extent.	Name of source and its class.	Class.	Sort.	Taram.	Rate per acre.	Class.	Sort.	Taram.	Rate per acre.	Remarks of the Inspector.	Remarks of the Supervisor.	Orders of the Special Settlement Officer.
(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)	(10)		(11)	(12)	(13)		(14)	(15)	(16)	(17)	(18)
	AC. C.					RS. A.		AC. C.					RS. A.				RS. A.			

THE RESETTLEMENT MANUAL.

SECTION III.

Administration.

1. *Establishment.*—As the number of taluks in which resettlement falls due varies from year to year it has been found uneconomical to provide permanent posts for all the men who may be required for resettlement work in normal years. The cadre of the Settlement Party therefore consists of a nucleus of permanent posts, the incumbents of which can be provided with work even in slack years. In normal years and in years of pressure the cadre is extended by the addition of temporary posts to meet the needs of the work. The permanent cadre of a Settlement Party is given in Appendix I. In Appendix II is shown the posts on graded pay in the temporary establishment of a Settlement Party.

2. *Appointment, punishment and grant of leave.*—The authorities empowered to appoint, punish and grant leave to settlement subordinates are shown in Appendix III.

3. *General educational and other qualifications.*—The statutory rule prescribing the minimum general educational qualification for appointments in the Madras Ministerial Service is applicable to all posts in Settlement Parties. Head clerks, Supervisors and Sarishtadars in Settlement Parties are required to pass the Revenue and Account Tests and the Head Accountants should pass the Account Test. No person who has not been either selected by the Madras Services Commission or been exempted by it for appointment in Settlement Parties can be retained in service in a Settlement Party whether in the temporary establishment or in an officiating vacancy in the permanent establishment.

4. *Forecast of the work to be done and the establishment required.*—In the budget estimates which have to be submitted to the Board on 1st August, the Special Settlement Officer must provide for the establishment which he thinks necessary to employ in the coming financial year. In estimating the establishment required, the Settlement Officer will keep in mind the fasli in which the resettlement rates have to be introduced. He will provide for the employment of such a staff as will ensure that the resettlement accounts are ready in good time, if possible before the collection of the first kist. The Settlement Officer will obtain from time to time the sanction of the Board for the employment of the temporary staff that will be required for the work actually on hand.

The administration report which is due with the Board on 1st May shows the work done in the previous year and gives a forecast of the work to be done in the current year.

5. *Organization of work.*—It is very important that resettlement rates should be introduced in the year in which they fall due. Failure to do so will result in loss of revenue. Considerable inconvenience will also be caused to the Revenue authorities if the resettlement accounts are not handed over to the Tahsildars at least by the beginning of the first kist month. Careful regulation of work is therefore necessary from the very commencement of resettlement operations in a district. Under the simplified system of resettlement procedure as described in section II, as much of the scriptory work as possible should be done by the karnams. The strength of the settlement staff should therefore be restricted to the minimum that is essential for dealing with the work of the head office at the headquarters of the party, for the supervision of the work of the karnams working at the taluk centres and for checking the registers prepared by them. The head office of the party confines its attention to resettlement work proper which is usually dealt with in its 'Scheme section' to all the general correspondence, to the preparation and check of the pay, travelling allowance and other bills and the general discipline of the whole party. The establishment in the head office is placed in the immediate charge of the Sarishtadar who is responsible for the prompt disposal of correspondence, the punctual submission of returns, the maintenance of discipline and the prompt and accurate preparation of pay, travelling allowance and contingent bills. He is also primarily responsible for the correct maintenance of cash accounts and the safeguarding of the Government cash. In tracts which are not resurveyed, there should ordinarily be no necessity to open large Branch Settlement offices at taluk centres. A small staff, say of about half a dozen men should be able to attend to all the work connected with the preparation of the accounts required for the introduction of the resettlement rates in each taluk and of the new diglott registers. The officer in charge of the party should supervise the work of this staff as well as that of the head office. In tracts which are resurveyed, there will however be need for a much larger staff at each taluk centre and it would be necessary to open Branch Settlement offices and put them in charge of Special Assistant Settlement Officers with a view to secure the effective supervision of the staff in those offices which will consist mostly of temporary men. The Special Assistant Settlement Officers in charge of Branch Settlement Offices will correspond direct with the officers in charge of Survey Parties or Tahsildars on minor points affecting their particular taluks, but all important questions should generally be referred to the Special Settlement Officer for orders. The staff in each branch office is divided into sections of convenient size which work, each under a Section Officer, who is responsible for the general accuracy, tidiness and speed

of the work in the section. Each section has a definite number of villages assigned to it. The responsibility for every item of work done or checked is carefully recorded through certificates signed in the accounts themselves. Thus when a mistake in the accounts is detected it should be possible to fix the responsibility for the mistake on the Officer who committed it. When the mistakes are numerous in a village, not only the subordinates who made the mistake but also the Section Officer in general charge of the work should be called to account. Each Branch Settlement office is required to submit a progress report at convenient intervals showing in some detail the progress of the work assigned to it. A standard outturn for each item of work to be done is fixed and each member of the establishment keeps a diary in which the items of work done by him are entered day by day. The diaries are checked by the supervising officer and submitted to the gazetted officer in charge of the office for review at short intervals. The diaries are reviewed on a comparison of the actual with the standard outturn. The careful scrutiny of the diary is a vital part of the work of all supervising officers. The portion of the work connected with the preparation of the resettlement accounts and the resettlement registers which is actually done in the head office will be done under the supervision of the Sarishtadar. Where there are Branch Settlement offices, only the scrutiny of the diglott registers will have to be done in the head office.

6. *Duties of officers.*—The Special Settlement Officer works under the orders of the Collector of the district in all matters affecting the revenue of the district. In matters of discipline, he is mainly under the direct orders of the Board of Revenue. It is his duty to keep in close touch with the Collector informing him of all his proposals and consulting him informally on all important points before sending in formal reports. All important reports affecting the district revenue must be submitted to the Board of Revenue through the Collector. The Collector should inspect annually the head office of the Settlement Party working in his district to see that the provisions of the district office manual are properly and correctly applied and submit a copy of his inspection notes to the Board of Revenue. (B.P. No. 23, Press, dated 15 February 1934.)

The Special Assistant Settlement Officer in charge of a branch office is responsible for the organization and supervision of the work in his taluk both in the office and in the field, and the quality, rapidity and economy of the resettlement operations in the taluk must depend chiefly upon him. He is expected to spend most of his time in camp, where he must give special attention to the accuracy of the work of his subordinates in the field, taking immediate action in cases of slackness or dishonesty. He is expected to know intimately the work of every man employed in his office. Where Settlement Tahsildars are appointed they may be put in charge of branch offices and where necessary may be given the same powers as the Special Assistant Settlement Officers except with regard to punishment.

The supervisor usually works directly under the order of the Special Settlement Officer. He attends to important enquiries in connexion with resettlement. He is not employed in branch offices or on routine work on registers. Additional supervisors in the temporary establishment are often appointed for urgent or important supervision in the field; and an officer of that grade is frequently put in charge of the 'scheme section' in the head office.

The Superintendent of a branch office should be selected with great care. He works under the orders of the Special Assistant Settlement Officer or Settlement Tahsildar and nothing but routine correspondence is issued from the branch office without the Special Assistant Settlement Officer's or Settlement Tahsildar's approval. The Superintendent is personally responsible for the discipline of the clerks and menials employed in the office and for the disbursement of their pay. He should see to the correct maintenance of cash accounts and the proper custody of the cash. It is his duty to distribute work to the section officers, to check all the routine registers of the office, and to have under his own eye the correspondence clerk, the petition clerk, the copyists and all others who attend to miscellaneous items of work.

7. *Attendance of karnams in branch offices.*—The greatest possible use should be made of the services of the karnams in writing up the resettlement accounts. Their employment is not only economical but will also ensure accuracy in the accounts on account of their local knowledge. Their attendance in the branch office without detriment to their ordinary revenue work should be arranged by the officer in charge in consultation with the taluk officials. Care must be taken that they are not detained longer than necessary in the branch office.

The karnams should keep diaries in which the items of work done by them are entered day by day. They will receive an allowance of four annas a day provided that their work is satisfactory with reference to the standard outturn fixed for the items of work on which they are employed. They will receive in addition a lump sum of Rs. 10 each as remuneration when the fair accounts of their villages are satisfactorily completed and copies of resettlement registers have been prepared by them for the purposes of the printed resettlement registers.

8. *Co-operation of the Taluk Tahsildar.*—The Tahsildar can be of great assistance to the settlement staff if he takes an interest in the work going on in the branch office, visits it from time to time, and assists the officer in charge in keeping the karnams up to the mark. The Collector should therefore be asked to impress upon the Tahsildars that it is expected of them to help the Settlement Party in this and other respects.

9. *Payment of establishment.*—It is important to ensure that the pay and travelling allowance bills of the establishment are promptly prepared, passed and disbursed, especially in the case of low-paid men working in the field, and the Settlement Officer should be careful to see that no avoidable delays occur. The preparation of salary and travelling allowance bills should be concentrated as far as possible in the head office, as it is neither possible nor economical to spare an efficient account staff for each of the branch offices.

10. *Periodical returns.*—A list of periodical returns due to the Board, the Accountant-General and the Superintendent of Stationery from the Settlement Parties is given in Appendix IV.

11. *Maintenance of records.*—The general correspondence of a Settlement Party will be dealt with in the manner laid down in the District Office Manual and in the chapter entitled "Office Routine" in Board's Standing Orders, Volume IV. But all village accounts, maps, memoranda, orders and petitions relating to a single village should be kept by villages, the petitions being brought to the village petition registers. Time can be well spent in ensuring that the record-keeper keeps the village records tidily and that he carefully maintains lists showing the records to be found in each village bundle. This should be seen to both in the head office and in the branch offices. Any slackness or untidiness in the maintenance of village records will result in much waste of time, and probably in the disappearance of important documents.

12. *Disposal of records.*—Rules for the retention and destruction of records and their transfer to the Revenue department are given in Appendix V.

13. *Forms and stationery.*—The quantity of forms and stationery consumed by a Settlement Party is very large. Special care should therefore be taken to see that forms and stationery are carefully and neatly kept in a safe place in the custody of a trustworthy clerk. A stock book must be carefully maintained and periodically checked. The yearly indents should be prepared with great care under the direct supervision of the Sarishtadar.

14. The office procedure under the Tottenham system will be observed in the head offices of Settlement Parties. The instructions for the working of the system are given in Appendix VI. (B.P. No. 1, Press, dated 6th January 1931.)

15. Whenever the Madras Service Commission is consulted, the authorities concerned should communicate copies of their orders to the Commission in the following cases:—

(i) Orders of appointment in cases in which the Madras Service Commission has been consulted under section 7 of the Madras Service Commission Act, 1936, in regard to the selection of candidates for appointment to any provincial or subordinate service or special post, either by (*a*) direct recruitment or (*b*) transfer from any other service; and

(ii) Final orders in disciplinary and other cases where the Commission has been consulted under the Act.

[G.O. No. 511, Public (Special), dated 6th April 1930.]

Appendix I.

Permanent cadre of a Settlement Party.

Office establishment.

Sarishtadar	Rs. 175—15/2—250.
Head clerk	Rs. 70—5/2—85—7½/2—100.
Head accountant	Rs. 55—5/2—70.
Six clerks each	Rs. 30—3/2—45—2/2—55.
Three accountants each	Rs. 30—3/2—45—2/2—55.

Field establishment.

Supervisor	Rs. 125—10/2—175.
Two Inspectors (upper division clerks) each	Rs. 55—5/2—70.
Fifteen Inspectors (lower division clerks) each	Rs. 30—3/2—45—2/2—55.

Menial establishment.

Thirteen peons each	Rs. 12—17.

Note.—The scales given are the revised scales of pay, and the incumbents will draw the old or the revised scales of pay in accordance with the rules issued with G.O. No. 311, Public (Services), dated the 13th April 1933 or G.O. No. 814, Public (Services), dated 4th October 1933 as the case may be.

Appendix II.

Posts on graded pay in the temporary establishment of a Settlement Party.

	RS.
Additional Supervisor	100
Superintendents of Branch Settlement Offices	{ 85 70
Section officers	60
Clerks	55
Do.	45
Do.	40
Do.	35
Do.	30
Do.	28
Peons	15
Do.	14
Do.	13
Do.	12

(B.P. Ms. No. 530, dated 16th February 1934.)

NOTE.—The scales given are the revised scales of pay, and the incumbents will draw the old or the revised scales of pay in accordance with the rules issued with G.O. No. 311 Public (Services) dated the 13th April 1933 or G.O. No. 814 Public (Services), dated the 4th October 1933 as the case may be.

Appendix III.

Rules for the Appointment and Punishment of, and the grant of leave to Settlement Subordinates.

Powers of appointment.

1. A. *In the case of persons having no lien on any permanent Government appointment.*—The Special Settlement Officer may appoint all subordinates.

B. *In the case of persons having a lien on a permanent Government appointment.*—The Special Settlement Officer may appoint all subordinates except

~~(a) Sarishtadars,~~
~~(b) Ordinary supervisors (as opposed to Additional Supervisors),~~
(a) Special Deputy Tahsildars, and
(b) Special Revenue Inspectors.

The power of appointing officers of classes (a) and (b) rests with the Board, while that of appointing officers of classes (c) and (d) rests with the Collector. The Special Settlement Officers may however appoint as Special Revenue Inspectors qualified subordinates working under them, when qualified subordinates cannot be spared from the District establishment either of the district under resettlement or neighbouring districts.

(G.O. No. 241, Revenue, dated 15th September 1928.)
(B.P. No. 79, dated 5th July 1922.)

ANNEXURE

Authority which may impose the penalty of

Class of subordinates.	Censure.	Fine in the case of persons in the inferior service only.	Withholding of increments.	Withholding of promotion, including stoppage at an efficiency bar.	Reduction to a lower post or time-scale, or to a lower stage in a time-scale, whether in the same service or in another subordinate service.	Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Removal or dismissal from the civil service of the crown.	Appellate authority.
(1)	(2)	(3)	(4) (1)	(4) (2)	(5)	(6)	(7)	(8)	(9)
Madras Revenue Subordinate Service—									
1 Sarishtadars ..	..	..	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer, as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the party or additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be who is in charge of a separate detachment of a party	Board of Revenue.
2 Tahsildars ..	..	..	Special Settlement Officer or Special Assistant Setttlement Officer as the case may be who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Collector	Collector	Collector	Collector	Collector	Collector in respect of orders passed by the Divisional Officer, and the Board of Revenue in respect of orders passed by the Collector or officers in charge of the Settlement Parties or separate detachments of such parties.
3 Deputy Tahsildars.. ..	..		Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Collector	Collector	Collector	Collector	Collector	Collector in respect of orders passed by the Divisional Officer and Board of Revenue in respect of orders passed by the Collector or officer in charge of Settlement Parties or separate detachments of such parties.

Class of subordinates.	Censure.	Fine in the case of persons in the inferior service only	Authority which may impose the penalty of: Withholding of increments.	Withholding of promotion including stoppage at an efficiency bar.	Reduction to a lower post or time-scale or to a lower stage in a time scale, whether in the same service or in another subordinate service.	Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Suspension.	Removal or dismissal from the civil service of the crown.	Appellate authority.
(1)	(2)	(3)	(4) (1)	(4) (2)	(5)	(6)	(7)	(8)	(9)
4 Supervisors ..	..	..	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Special Settlement Officer or Special Assistant Settlement Officer as the case may be who is in charge of the Party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer as the case may be, who is in charge of a separate detachment of a party.	Board of Revenue.
Madras Ministerial Service— 5 All members of the Service.	..	..	Do.	Do.	Do.	Do.	Do.	Do.	

Note.—In the case of persons not attached to the permanent staff of any district, the powers assigned to the Collector will be exercised by the Board.

(B.P. No. 79, dated 5th July 1922.)

(Page 69 of the Manual of Statutory Rules and Orders and G.O. Mis. No. 759, Public (Services), dated 18th June 1930.)

3. *Leave.*—The power to grant leave rests with the authority having the power to appoint, provided that, if the leave does not exceed one month and no substitute is required, it may be granted by the officer (Special Settlement Officer or Special Assistant Settlement Officer) under whose direct control the person requiring leave is working. In the case of special Revenue Inspectors however leave may be granted for any period by Special Settlement Officers provided they can fill up the vacancies so caused by posting qualified subordinates who are already working under them; the application for leave from Revenue Inspectors recruited from the Revenue Department and whom it is proposed to revert at the end of the leave should be forwarded to the Collectors concerned for orders.

(G.O. No. 2141, Revenue, dated 15th September 1928.)

APPENDIX IV.

Consolidated statement showing the various returns due to the Board and other offices from the Settlement Parties.

Serial number and particulars of returns. (1)	To whom the return is due. (2)	Date on which the return is due. (3)
Monthly.		
1 Consolidated absentee statement of non-gazetted members of Provincial or amalgamated establishment.	Board	9th of every month.
2 Return of expenditure	Do.	15th of every month.
3 Progress report of the Settlement Party for the preceding month.	Do.	15th of every month.
Quarterly.		
4 List of unanswered references	Board	5th January, April, July and October.
5 Printed list of establishment	Do.	15th January, April, July and October.
6 Certificate of verification of the stock of stationery articles.	Superintendent of Stationery.	15th January, April and October *
Half-yearly.		
7 Deputy Collectors' personal files—Report on all Deputy Collectors working under the officer in charge of the Settlement Party. [B.P. Mis. No. 530, dated 16th February 1934.]	Board	15th January and 15th July
8 Return of fines inflicted on village officers ..	Collector	16th January and 15th July
9 Statement of military pensioners in civil employ—Amount to be deducted from their pay under Article 526 of the Civil Service Regulations. [Board's reference No. E. 5540/34-1, dated 11th September 1934.]	Board	5th April and October.
10 Demand, Collection and Balance statement of expenditure on Record of Rights work where such work is in progress.	Board	20th April and 20th October.
Yearly.		
11 Return of landed property statement for Gazetted officers.	Board	15th January.
12 Indent for Treasury and Account Code forms ..	Superintendent of Government Press.	15th March.
13 Establishment—Menials paid from contingencies—Rates of pay—Certificate.	Board	Do.
14 Tents—Government tents—Land Revenue, Settlement and Survey Departments—Results of inspection of tents from Collectors of all districts except Malabar, South Kanara and Nilgiris and from officers in charge of Settlement Parties and Survey Parties and the Special Revenue Officer, Mettur Project. [B.P. Mis. No. 2735, dated 11th August 1934.]	Do.	1st April.
15 List of compulsory subscribers to the General Provident Fund and list of Europeans or Anglo-Indians in permanent employ who attained a substantive pay of Rs. 100 during the year. [B.P. Rout. No. 3432, dated 30th June 1931.]	Accountant-General.	1st April.
16 Public Services—Communal representation—	Board	15th April.

Page 61, Appendix IV.—Insert the following as return No. "20-A" under the head "yearly":—

20-A.—Detailed statement of cases of postal parcels marked "For open delivery" by the Post office in the previous official year. (B.P. Mis. No. 2196, dated 10th July 1937.)	Board.	15th May.

[I list, 11-11-37]

[B.P. Rout. No. 3907, dated 24th July 1931.]

22 Expenditure on maintenance of buildings occupied by civil departments to be submitted only when Government buildings under the control of the Public Works Department are occupied.	Superintending Engineer.	1st June
23 Indent for stationery articles	Superintendent of Stationery.	30th June
24 Budget estimates—Works—Rates and taxes—Rent—Details.	Board	1st July.
25 Buildings—Residence—Non-Public Works department—Capital and Revenue Accounts—Return.	Do.	Do.
26 Statement showing the details of the permanent and fixed establishments provided for in the Budget estimate for the succeeding year.	Do.	Do.
27 Indent for Revenue forms under groups VI and XXII-L.	Superintendent of Government Press.	Do.
28 Forecast of probable expenditure on English stores.	Board	15th July.
29 Expenditure in England on account of sterling overseas pay—Leave salaries and deputation pay—From the officers in charge of Revenue Settlement Parties. [B.P. Mis. No. 3422, dated 29th September 1934.]	Do.	Do.

* NOTE.—The certificate for the quarter ending 30th June is embodied in the annual indent (item 23).

APPENDIX IV—*cont.*

Consolidated statement showing the various returns due to the Board and other offices from the Settlement Parties—*cont.*

Serial number and particulars of returns. (1)	To whom the return is due. (2)	Date on which the return is due. (3)
30 Budget estimates (5-b D. Settlement Parties) ..	Board	1st August.
31 Budget estimates (5-c A—Maintenance—Estate Surveys).	Do.	10th August.
32 List of ministerial officers appointed by the Board who will attain the age of 55 or who will complete the term for which extension has been allowed during the next official year.	Do.	1st September.
33 Indent for economy labels	Superintendent of Government Press.	1st September.
34 Indent for Revenue forms under groups XXII-F I and XXXV-E and for common covers.	Do.	15th September.
35 Statement showing the extra-statutory remissions of revenue and abandonment of claims to revenue sanctioned during the preceding year.	Board	1st October.
[B.P. Mis. No. 616, dated 23rd February 1934.]		
36 Indent for C.F. Nos. 319 and 319-A to 319-D ..	Superintendent of Government Press.	31st October.
37 Indent—English stores	Board	15th November.
38 Application for additional allotment and supplementary grant and surrender of allotments.	Do.	25th November.
[B.P. Mis. No. 2677, dated 8th August 1934.]		

APPENDIX V.

Part I.—Rules for the retention and destruction of records and for their transfer to the Revenue Department.

Rules for the retention and destruction of records.—The following instructions should be carefully observed in connexion with the retention and destruction of records:—

(i) As the Tottenham system of correspondence has been introduced in the Head offices of Settlement Parties the instructions contained in paragraphs 58 and 63 to 67 of the District Office Manual should be followed.

(ii) Papers entered in the 'D' list are ordinarily liable to be destroyed after ten years, but care should be taken to see that the papers which are specially marked for retention for a longer period are not prematurely destroyed. Such papers should be put in separate bundles, with the year of destruction clearly marked on the top of each bundle.

(iii) At the time fixed for destruction of records the Record-keeper should enter in the appropriate 'D' list the numbers and dates of the files which have to be retained for more than ten years. He need not, however, give abstracts of such papers. For instance the bulk of the papers entered in the 'D' disposal list for 1909 will be liable to be destroyed in 1920. Of the remaining papers, some may have been marked for destruction in 1925 and some in 1930. The Record-keeper should enter the numbers and dates of the 'D 1925' papers in the 'D' list for 1914 and those of the 'D 1930' papers in the 'D' list for 1919.

(iv) The Record-keeper should certify at the end of the disposal list that all the records included in the list which are ripe for destruction have been destroyed.

List of papers subject to the disposal number system which have to be retained for more than ten years.

Establishment.

Correspondence regarding suspensions, dismissals, etc. ... ... 20 years.

Part II.—RULES FOR THE RETENTION AND DESTRUCTION OF RECORDS WHICH ARE NOT BROUGHT ON THE DISPOSAL LIST.

Records other than those referred to in Part I will be retained or destroyed according to the instructions given below:—

Records prepared in connexion with Resettlement operations.

(a) To be handed over to the Revenue Department.

(*i*) For permanent retention.

List of records.	When to be handed over.
(1) Statement showing the irrigation sources made over for private repairs and statement of private tanks.	When the party leaves the district.

(*ii*) For retention till the introduction of the next resettlement.

List of records.	When to be handed over.
(1) Land registers (2) Fair and supplemental area lists	Before the party leaves the district.

(ii) For retention till the introduction of the next resettlement—*cont.*

List of records.	When to be handed over.
(3) Irrigation statement	When the party leaves the district.
(4) Wet ayacut statement	
(5) Statement of lands situated in the waterspread of tanks	
(6) Statement showing the inams in the village.	
(7) Statement showing poramboke lands encroached upon	
(8) Memorandum of discrepancies noticed when comparing inam accounts with the English inam register	
(9) Statement of baling wet lands	
(10) Inspection notes and papers containing final orders on disputed points	
(11) Increment remission account	
(12) Inam excess account	

(iii) For retention till the next resurvey or permanently if there is no resurvey.

List of records.	When to be handed over.
(1) Duplicate field measurement books	Along with the fair accounts.
(2) Resurvey and revision survey maps.	Before the party leaves the district.

(B.Ps. No. 1108, Mis., dated 9th April 1934, and No. 1971, Mis., dated 13th June 1934.)

(iv) To be destroyed.

(1) Appeal diary of officers hearing objections to rough pattas together with the petitions and inspection reports filed therewith	When the party leaves the district and destroyed five years thereafter.
(2) Miscellaneous statement file with the exception of the irrigation statement	Twelve years after the introduction of resettlement.
(3) Fair adangal	Ten years after the introduction of resettlement.
(4) Fair chitta	

(B.P. No. 1666, Mis., dated 2nd June 1932.)

(b) Other resettlement records in the custody of the Party Office which are to be destroyed.

(1) Adangal abstract	When the party leaves the district.
(2) Records and statements prepared in connexion with the compilation of scheme and introduction reports	After the receipt of orders of Government on the introduction report.
(3) Statement showing lands assigned by the Revenue Department subsequent to the original settlement	After the issue of printed resettlement registers.
(4) Statement of lands left unclassified at the original settlement	
(5) Statement of lands transferred (*a*) from wet to dry and (*b*) from dry to wet	
(6) Statement of assessed or ryotwari lands to be transferred to poramboke	
(7) Statement showing particulars of lands classed as "permanently improved"	
(8) Soilwar or numberwar lists of fields	
(9) Soilwar averja accounts	
(10) Pass abstract or financial result statement	
(11) Nafargati rough chitta or individual ledger	
(12) Abstract of Nafargati rough chitta	
(13) Nominal list of registered ryotwari holders and inamdars	
(14) Patta distribution lists	
(15) Poramboke averja	
(16) Soilwar katavani or averja	
(17) Rent roll	
(18) Office copy of the descriptive memoir	
(19) Office copy of the soilwar abstract	
(20) Errata lists	
(21) Records and statements other than those specified above prepared either by the Settlement Branch Office staff or by Settlement Field staff	
(22) Supplemental subdivision sketches	After the subdivisions are plotted in the manuscript field measurement books.

(c) Records and registers relating to periodical reports and returns Travelling Allowance, Pension and other account matters.

(*i*) To be retained.

(1) Important Government Orders and Board's Proceedings.

(2) Papers containing general instructions and circulars issued from time to time for the preparation of accounts and also of papers of general importance.

(3) Reports on matters of special interest.

(4) Annual Administration Reports.

(5) Record Index file.

(6) Gazette files (sheets containing information bearing on Survey and Settlement).

(7) Regulations and Acts.

(8) Books supplied by Government to the office library.

(9) Board's monthly volumes of proceedings.

(*ii*) To be destroyed.

List of records.		When to be handed over.
(1) Correspondence with Branch Settlement Officers ...		When the party leaves the district.
(2) ~~'Lodged' and~~ 'Routine' files		After 3 years.
2(a) (3) Miscellaneous petitions such as applications for copies, appointments, etc.		After 1 year.
(4) Budget statements and correspondence relating thereto.		After 5 years.
4(A) (5) Routine correspondence not otherwise provided for		After 3 years.
(6) Progress reports		
(7) Diaries		
(8) Other periodical reports and returns		
(9) Distribution register		After 20 years.
(10) General register of correspondence received		
(11) Disposal registers of 'R' and 'D' series		After 25 years.
(12) Despatch register		
(13) Record issue register		After 3 years.
(14) Invoice files		
(15) Board and Government register		After 10 years.
(16) Periodical register		
(17) Petition register		After 20 years.
(18) Tour register		After 10 years.
(19) Register of applications for copies		
(20) Register of search fees		After 3 years.
(21) Attendance register		After 1 year.
(22) Casual and compensation leave register		
(23) Night watch register		
(24) Registers of salary bills and travelling allowance bills of gazetted officers.		After 5 years.
(25) Transfer of charge certificates		After 3 years.
(26) Acknowledgment of permanent and temporary advances		
(27) Officers' diaries		
(28) Orders of appointments, promotions and transfers ...		After the persons quit service.
(29) Pay bills and acquittance rolls.	(1) Pay bills and acquittance rolls when these are maintained separately of Government servants for whom no establishment returns are submitted or no service books are maintained.	After 35 years
	(2) Pay bills of other classes of Government servants and acquittance rolls for pay and allowances (other than travelling allowance) when maintained separately.	After 6 years.

(B.P. Rout. No. 1632, dated 23rd March 1934.)

(See note below and the last sentence of clause 84-C (*c*) of the Madras Financial and Account Code, Volume I.)

NOTE.—Establishment pay bills and acquittance rolls up to and for the year 1928 should continue to be preserved for a period of 35 years.

(30) Pay abstracts, leave statements and April lists ...	After 20 years.
(31) Landed property statements	After 10 years.
(32) Travelling allowance bills and acquittance rolls relating thereto.	After 3 years.
(33) Last-pay certificates	
(34) List of officers aged 55 years and upwards	After 1 year.
(35) Contingent bills and vouchers	After 3 years.
(36) Report on verification of service registers	After 1 year.
(37) Proposition statements	After 3 years.
(38) Annual returns of establishments	After 35 years.
(39) Establishment orders	
(40) Service register of dismissed officers after the order of dismissal has been passed and no appeal has been filed.	After 1 year.
(41) Statement of persons thrown out of employmnet ...	
(42) Register of unserviceable furniture	
(43) Cash book	After 20 years.
(44) Register of contingent charges	After 3 years.
(45) Stock book of stationery	After 10 years.
(46) Stock book of forms	After 5 years.
(47) Stock book of furniture	After 15 years.
(48) Indent for office furniture, service stamps and postage labels and printed forms.	After 1 year.
(49) Indent for peons' belts and badges	Till next supply.
(50) Indent for stationery and stores	After 3 years.
(51) Conduct sheets and confidential records of retired officers.	Five years after retirement.
(52) Periodical publications superseded by later issues.	After 3 years.
(53) Superseded editions of books other than Account Codes and official orders when not likely to be required again.	
(54) *Fort St. George Gazette* files and District Gazette files sheets other than those bearing on survey and settlement.	
(55) Service book (including leave accounts)	Five years after retirement.
Cases in which invalid pensions have been sanctioned ..	25 years after retirement.
Other pension cases	Five years after retirement.

(G.O. No. 625, Finance, dated 16th October 1934.)

APPENDIX VI.

Instructions for the working of the Tottenham system in the Head Offices of Revenue Settlement Parties (*B.P. No.* 1, *Press, dated* 6*th January* 1931).

1. An office order such as that referred to in the preliminary note in the District Office Manual may be issued indicating who should perform the functions assigned in the Manual to specified officials. Thus in a Settlement Party office, the functions of the Collector will be performed by the Special Settlement Officer and those of the Huzur Sarishtadar by the Sarishtadar of the settlement party.

2. Subject to the above office order the principles of the Tottenham system as described in sections II, III, IV, VIII, IX, X, XI, XII, XIII and XVI of the District Office Manual apply in their entirety to the head offices of all Revenue Settlement Parties, and the principles of the other sections apply subject to the following remarks and modifications.

3. *Organization of the office.*—The head office of a Settlement Party will normally consist of two sections—(i) the head clerk's section including the record-keeper, tapál clerk, and despatching clerk, and (ii) the head accountant's section. The former will be styled as the ' A ' section and the latter as the ' B ' section. The clerks in each of these sections dealing each with a single group of subjects will be given distinguishing letters as A-1, A-2, A-3, etc., and B-1, B-2, B-3, etc. It is however open to the Special Settlement Officer to form one or more temporary sections such as ' Scheme ' section, ' Introduction ' section, ' Diglott ' section, etc., according to exigencies of work. These new sections will be styled as ' C ' section, ' D ' section and so on. Each of them will generally be in charge of an additional supervisor or a superintendent. The clerks in each of the temporary sections will also be given distinguishing letters as in the Head Clerk's (A) and Head Accountant's (B) sections. The Sarishtadar will exercise general supervision and control of the whole office and all papers dealt with in the office shall pass through him except such of them as the Settlement Officer may, by specific order, require to be submitted to him direct.

4. The Officer in charge of a Settlement Party will maintain the confidential sheets of all subordinates in the party in the superior service whether permanent or temporary in the manner laid down in paragraph 139-A of the District Office Manual. Before writing up the confidential sheet of a subordinate working immediately under a Special Assistant Settlement Officer, the Officer in charge of the Party should get a report about the individual from the Special Assistant Settlement Officer.

[B.P. No. 127, Press, dated 15th September 1934.]

5. *Registers to be maintained.*—The following registers should be maintained:—

(*a*) Distribution register.
(*b*) Personal register and Periodical register.
(*c*) Fair-copy register and local tapal book.
(*d*) Call book.
(*e*) Stamp account.
(*f*) Copy application register.
(*g*) Record issue register.
(*h*) Arrear list.

(*a*) *Distribution register.*—This register will be maintained in Form I annexed to these instructions and will serve the purposes both of the distribution register and the new case register prescribed in the District Office Manual. Each register will contain 220 pages with 15 lines a page and the lines will be serially numbered in print. Three registers—volume 1 containing Nos. 1 to 3300, volume II containing Nos. 3301 to 6600 and volume III, Nos. 6601 to 9900 will ordinarily be required every year. When subject clerks acknowledge the receipt of papers in the distribution register they will note in column (4) of that register the numbers of old cases to which any of the papers received by them on the previous day are only replies and ring them off. Column (4) will be left blank against all new cases till they are disposed of. The despatcher should after fair copies are despatched hand over the files to the clerk who maintains the distribution register who will note all the disposals in column (4) of the register before transferring the files to the record-keeper. The latter will acknowledge their receipt in column (5) and will also see that all the files have been duly entered in column (4).

All papers received in the tapal with the exception of periodicals, and papers marked 'X', 'N' or 'X.L.' or 'File' by the Special Settlement Officer or by the Sarishtadar subject to the approval of the Special Settlement Officer will be entered in the distribution register—one against each printed serial number. Before entering them, the tapal clerk will sort the papers to be numbered according to sections and in such a way that the papers to be dealt with by each clerk are entered together and receive consecutive numbers. The tapal clerk will then place the papers before the Sarishtadar and after the latter approves of the sorting, he will note on the various currents the printed numbers in the distribution register against which they are entered. The clerks will bracket in column (3) of the register against the numbers of their papers and initial with date; they will also initial against any stray numbers relating to their papers. Below the last number given to the day's tapal, the Sarishtadar will invariably affix his initials with date.

(*b*) *Personal register and Periodical register.*—Each clerk will maintain a personal register and a periodical register, the instructions in the District Office Manual being followed.

New cases will be registered under fresh serial numbers, while old cases should be noted against the serial numbers of the papers to which they refer in columns (8) and (9) of the personal register. In order to facilitate the tracing of old cases in the personal register the current numbers given to each old case in the distribution register should be noted in serial order in column (2) below the last entry of new cases for the day together with the current number of the paper against which the old case is entered as ordered above. This is illustrated below:—

Serial number.	Current number.	Date of receipt by clerk.	Title, etc.
335	4847 —	30th October 1930	Establishment—Temporary—Employment—Sanctioned.
	4858—3584		
336	4880 —	31st October 1930	Settlement—Resettlement—Scheme report—Further particulars—Called for.

(*c*) *Fair-copy register.*—This should be in Form II annexed to these instructions. The head clerk will be responsible for the prompt fair-copying and despatch of papers. The fair-copy register should be carefully maintained and checked from time to time. If this is done, it will afford a safeguard against delays in the despatch of fair copies.

A despatch by post and local delivery book should also be maintained in the manner prescribed in the District Office Manual.

(*d*) *Call book.*—The instructions in paragraphs 68 and 69 of the District Office Manual should be followed. Ordinary calls will be noted in the personal registers and not in the call book but papers that have to lie over for months and those which relate to the return of records which are not entered in the special register prescribed in paragraph 6 of Board's Standing Order No. 174 and the return of which has to be carefully watched, should be entered in the call book.

(*e*), (*f*) *and* (*g*).—The stamp account, copy application register and record issue register should be maintained in the manner laid down in the District Office Manual.

(*h*) *Arrear lists.*—They should be written up in both Forms VII and X prescribed in the District Office Manual and the instructions in paragraph 132 of the District Office Manual should be followed.

(*i*) *Outgoing reminders.*—When a draft reference calling for information from outside offices or submitting a case for the orders of a superior officer is put up, the head of the section should note on the top of the draft the date when the first reminder should issue. After the draft is approved, the clerk should note the date in pencil in the last column of the personal register and see that the 'Reminder' issues on that date. All 'Reminders' should be returnable. Officers while checking the personal registers should see that this order is carried out. If any 'Reminder' is not returned within a fortnight of its issue or if no reply is received within the time promised, the clerk should take the matter to the notice of the Special Settlement Officer. When a 'Reminder' is received back, the reply should be put up for perusal, the date of the next 'Reminder' being similarly noted. Cases of inordinate delay in replying should always be brought to the notice of the Special Settlement Officer. In all 'Reminders' the title of the reference, as well as its number plate should be noted. The dates on which 'Reminders' are sent should be entered in red ink in column (7) of the personal register.

Subordinate officers should be encouraged to remind the Special Settlement Officer in cases where the Special Settlement Officer's orders are not received within a reasonable time on the reports or references sent by them, and the Sarishtadar when opening or perusing the tapal should be careful to note the receipt of such 'Reminders' and to enquire regarding the pendency which gave rise to them.

[B.P. Ms. No. 3409, dated 28th September 1934.]

6. *Indexing.*—This should be done after a paper is given a 'R' or 'D' disposal. In preparing the index slip, the instructions given in the District Office Manual should be carefully followed.

7. *Filing.*—The system of 'filing' detailed in paragraphs 84 to 86 of the District Office Manual will be adopted. The system is complicated and before introducing it the Special Settlement Officer should take care to compile a list of files which will suit his office and should satisfy himself that all section heads and clerks of his office have understood the instructions given in the District Office Manual.

FORM I

Distribution Register.

Serial number.	Enclosures. (Here enter total number of original records, plans, title-deeds, etc.)	Number of the clerk and his initials.	Disposal, nature and date. (Ring off replies to pending currents and note their numbers.)	Record-keeper's acknowledgment with date. Despatch seal in cases of N. Disposals.
(1)	(2)	(3)	(4)	(5)

FORM II.

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